



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
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Office of the Schools Division Superintendent

July 26, 2022


**DIVISION MEMORANDUM**

No. 978, s. 2022

**KAPALONG EAST DISTRICT REGULAR MEETING OF SCHOOL HEADS FOR  
SY 2022-2023**

To: Marlon G. Ebrado, Public Schools District Supervisor  
All Secondary and Elementary School Heads

1. For the School Year 2022-2023, the district shall adopt blended meetings (Face to Face and virtual) as modality of conducting conferences depending on the Covid-19 alert status of the municipality.
2. Every Wednesday of the week is set as a regular meeting day but division, regional and national activities that will happen during the scheduled meeting and will involve the school heads shall always be given priority.
3. It is a policy that if school heads are not available, no proxy is allowed.
4. Travelling and other incidental expenses relative to the conduct of this activity shall be chargeable against school Maintenance and Other Operating Expenses (MOOE) funds subject to the usual accounting and auditing rules and regulations.
5. All concerned are required to STRICTLY observe the health protocols as prescribed by the Inter-Agency Task Force (IATF) on COVID 19 during this pandemic. Further, all is also encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
6. For widest dissemination and compliance.

  
**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent

