



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

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8 AUG 2022  
Date: \_\_\_\_\_  
By: \_\_\_\_\_ 10:36 am

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2022- 004

To:

Rebecca C. Sagot, EdD, CESO VI, ASDS  
Eduard C. Amoguis, EdD, Chief EPS -CID  
Janice A. Fernandez – PSDS  
Kapalong West District School Heads

Subject: **REGULAR MEETING OF KAPALONG WEST DISTRICT  
SCHOOL HEADS FOR SY 2022 - 2023**

Date: August 8, 2022

1. Relative to providing governance and technical support in the full implementation of basic education curriculum, technical assistance on matters of instructional supervision, self- management, school-based decision-making, and utilization and development of school resources, the **school heads of Kapalong West District** are hereby informed on the **Regular Meeting** every **Tuesday of the week** with the **Public Schools District Supervisor** either face-to-face or virtual modality.
2. Attendance is a must during the regular meeting. However, in case of division, region, and national activities held in conflict with the scheduled regular meeting, it is advised that these activities be given priority over the regular meeting.
3. Traveling and other incidental expenses during the regular meetings shall be chargeable against the school Maintenance and Other Operating Expenses (MOOE) funds subject to the usual government accounting and auditing rules and regulations.
4. Moreover, these Regular Meetings strongly adhere to the Division Memorandum no. 818, s. 2021 or the Equal Opportunity Principle (EOP), which mandates that everyone is enjoined to attend the meeting, including persons with disability (PWD), members of the indigenous communities, and those with diverse orientation, gender, and expression (SOGIE).

Page 1 of 2



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5. Further, this Office reiterates the strict observance of health protocols such as social distancing, wearing of face masks, and other protocols as prescribed by the IATF on Covid19 pandemic.
  
6. Immediate dissemination of this memorandum is desired.

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

For the Schools Division Superintendent

**REBECCA C. SAGOT**  
Assistant Schools Division Superintendent

