



Republic of the Philippines  
Department of Education  
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
CID-2023- 0005

**Conference with School Heads and Non-Teaching Personnel  
on Liquidation and Procurement System of KapWest District**

To: Rebecca C. Sagot, CESO VI- ASDS  
Eduard C. Amoguis, EdD – CID Chief  
Ramel M. Pilo, SGOD Chief  
Janice A. Fernandez – PSDS, KapWest District  
All Elementary and Secondary School Heads of KapWest District  
All Administrative Officer II  
All Administrative Assistant II and III

Date: January 9, 2023

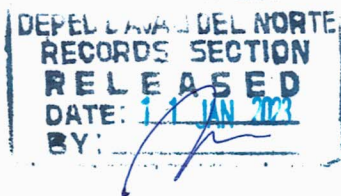
1. Please be informed of the meeting of school heads and non-teaching personnel on February 3, 2023, 8:00 am at Kapwest District Conference Hall, Gabuyan, Kapalong, Davao del Norte.
2. The purpose of the meeting is to discuss matters regarding liquidation process and other topic related to school fiscal management.
3. Travelling and other incidental expenses is chargeable against local funds subject to the usual accounting and auditing rules and regulations.
4. All concerned are required to strictly observe the health protocol as prescribed by the Inter-Agency Task Force (IATF) on COVID 19 during this pandemic.
5. Everyone is highly 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. Immediate dissemination of this memorandum to all concerned is desired.

**ALLAN G. FARNAZO**

Director IV

and concurrent Officer-In-Charge

Office of the Schools Division Superintendent



For the Schools Division Superintendent:



**REBECCA C. SAGOT, CESO VI**

Assistant Schools Division Superintenden

