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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023-0198

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: **MEETING OF KAPALONG WEST DISTRICT SCHOOL HEADS**

Date: March 20, 2023

1. The school heads of Kapalong West District are hereby informed of a **Meeting on March 20, 2023, 1:00 o'clock in the afternoon** with the Public Schools District Supervisor at Kapalong West District Office.
2. The purposes of the meeting are as follows:
 - a. evaluate the performance of Kapalong West district during the Division Meet 2023;
 - b. preparations for the installation of new PSDS; and
 - c. general reminders on the tasks of School Heads.
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, everyone is highly encouraged to continually support and recognize the value of equality and diversity by following Equal Opportunity Principle in the conduct of the meeting.
5. Immediate dissemination of this memorandum is desired.

For the Schools Division Superintendent:

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent



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