



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- 0224

To: Rebecca C. Sagot, CESO VI- ASDS
Eduard C. Amoguis, EdD – CID Chief
Ramel M. Pilo, SGOD Chief
Eric P. Indie, EdD – PSDS, Sto. Tomas West District
All Elementary and Secondary School Heads of Asuncion District

Subject: **School Heads' Meeting of Sto. Tomas West District**

Date: March 24, 2023

1. Please be informed of the meeting of school heads on March 28, 2023, 8:00 am at Sto. Tomas National High School Conference Hall, Menzi Sto. Tomas Davao del Norte, Menzi, Sto., Tomas, Davao del Norte.
2. The purpose of the meeting is to discuss the following agenda:
 - a. 2023 DAVRAA Meet,
 - b. School level training of athletes,
 - c. School Heads' staffing pattern, and
 - d. Others
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 Superintendent

