



23-15281

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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**CID-2023-0244**

To: Dr. Rebecca C. Sagot, CESO VI – ASDS  
Dr. Eduard C. Amoguis, EdD – Chief Education Supervisor  
Marlon G. Ebrado - PSDS  
Elementary and Secondary School Heads of New Corella District

Subject: **ADMINISTRATORS' CONFERENCE SCHEDULE OF NEW CORELLA DISTRICT**

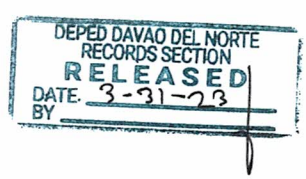
Date: March 30, 2023

1. Conferences are avenue to get the latest information and instructions related to the systematic day to day operation of the schools. A platform to express issues and concerns as well as to determine report timelines and deadlines. These facts led the district to set its regular meetings every Tuesday of the week from 8 o'clock in the morning to 12 noon. However, special conference shall be called if there will be urgent and important concerns.
2. Participants shall be the school heads, ALS District Coordinator and the Public Schools District Supervisor. Venue shall be in any schools within the district.
3. 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.
4. 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 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.
5. For widest dissemination and compliance.

**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



CID/mge

