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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-2023-0262**

To: Rebecca C. Sagot, CESO VI, ASDS  
Eduard C. Amoguis, EdD, Chief EPS -CID  
Divina P. dela Cueva - PSDS  
Kapalong West School Heads

Subject: **REGULAR SCHOOL HEADS' MEETING AND MONITORING OF SCHOOLS IN KAPALONG WEST DISTRICT**

Date: April 5, 2023

1. Proportionate to providing governance and technical support in the full implementation of basic education curriculum, monitoring of schools, giving of technical assistance on matters of instructional supervision, self-management, school-based decision-making, and utilization and development of school resources, this office informs the conduct of a **Regular School Heads' Meeting every Tuesday of the week, 8:30 in the morning** as well as **Monitoring of Schools** is set **every Tuesday to Friday** both elementary and secondary level of Kapalong West District.
2. Attendance is a must, however, in case of division, region and national activities scheduled in conflict with the set meeting and monitoring, it is advised then that these activities be given priority over the regular meeting and monitoring of schools.
3. It is always reiterated and emphasized that all personnel involved in the activity must observe health standards and proper safety protocols and continually support and recognize the value of equality and diversity as stipulated in Division Memorandum No. 818, s. 2021.
4. Traveling and other incidental expenses of the participants relative to the participation of this activity shall be charged to School's MOOE and/or any local funds subject to the existing accounting and auditing rules and regulations.
5. Wide dissemination of this memorandum to all concerned is desired.

CID/dpd



  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

