



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 - 0378

To: Rebecca C. Sagot, CESO VI - ASDS  
Eduard C. Amoguis - CID Chief  
Ronnie A. Publico, PSDS - Talaingod District  
School Heads of Talaingod District  
All other concerned

Subject: **ELEMENTARY AND SECONDARY SCHOOL ENGLISH AND FILIPINO COORDINATORS' MEETING OF TALAINGOD DISTRICT**


Date: May 11, 2023

1. This Office informs all the Elementary and Secondary School Coordinators in English and Filipino of the district for a Planning Conference on May 15, 2023 (Monday) at 3:00 p.m. onwards at Sto. Nino Central Elementary School Conference Hall to discuss matters relative to the preparation of the coming Division Festival of Talents on June 2, 2023.
2. Agenda for this meeting are the following:
  - A. Presentation of Events and Mechanics
  - B. Finalization of the tasks of different Committees;  
Other matters
3. The said planning conference will be facilitated by the Public Schools District Supervisor and English and Filipino District Coordinators.
4. Travel, meals and other incidental expenses incurred in the activity shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
5. It is emphasized that everyone shall observe and follow the minimum health protocols in accordance with the Inter-Agency Task Force Against Infectious Disease (IATF) and the Department of Health (DOH) rules and guidelines, while the Equal Opportunity Principle (EOP) must always be upheld.
6. Wide dissemination of this memorandum to all concerned is desired.

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

For the Schools Division Superintendent:

  
**REBECCA C. SAGOT, CESO VI**

Assistant Schools division Superintendent 



CID/rap

