



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023-0386

To: Rebecca C. Sagot, CESO VI - ASDS
Eduard C. Amoguis – CID Chief
Bernardo F. Boyles, PSDS – Carmen District
Lourdes A. Navarro, EPS – Matrix Supervisor of Carmen District
All School Heads Elementary and Secondary
ALS District Coordinator
District Nurses

Subject: **SCHEDULES OF MEETING AND SCHOOL MONITORING OF CARMEN DISTRICT**

Date: May 12, 2023

1. This office informs the conduct of a **Regular School Heads' Meeting with District ALS Coordinator and District Nurses every Friday of the week at 8:00 o' clock in the morning however, as the need arises any day of the week** as well as the **Monitoring of Schools** is set every **Tuesday to Friday** both elementary and secondary levels of Carmen District.
2. It is to address the “MATATAG” agenda, which stands for a four-side holistic approach to basic education improvement through giving technical assistance on instructional supervision, monitoring on the management of the different programs, projects, and activities of all schools.
3. Attendance is a must, however, in case of division, regional, 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.
4. It is always reiterated and emphasized that all personnel involved in the activity must proper 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.
5. Travelling and other incidental expenses of the participants relative to the participation of the said activities shall be charged to schools' MOOE and/ or any local funds subject to the usual government accounting and auditing rules and regulations.
6. Wide dissemination of this memorandum to all concerned is desired.

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Schools Division Superintendent



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