



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**CID-2023-0395**

To: Rebecca C. Sagot CESO VI – Assistant Schools Division Superintendent  
Eduard C. Amoguis EdD - Chief Education Supervisor, CID  
Divina P. Dela Cueva - Public Schools District Supervisor  
Exelsis Deo A. Deloy – Education Program Supervisor  
All Public Elementary and Secondary School Heads of Kapalong West District  
All Concerned Administrative Officers and Administrative Assistants

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

Date: May 15, 2023

1. Anchored on the thrust of the Division of Davao del Norte to guarantee the quality of delivery of service and its efficient operations under the MATATAG Agenda, a series of regular meeting, to be held twice a month, will be conducted by Kapalong West District with the scheme below, to wit;

No.	Date	Venue
1	May 16, 2023	Luna NHS
2	May 26, 2023	Sagana ES
3	June 6, 2023	Bunawan ES
4	June 20, 2023	Sampao IS
5	July 11, 2023	Tiburcia ES
6	July 25, 2023	Semong NHS
7	August 8, 2023	Doña Carmen Soriano NHS
8	August 22, 2023	Pag-asa ES
9	September 5, 2023	Doña Carmen Soriano ES
10	September 19, 2023	Semong ES
11	October 10, 2023	Pedro G. Colita Sr. ES
12	October 24, 2023	Mangulibas ES
13	November 7, 2023	Luna ES
14	November 21, 2023	Gabuyan CES

2. Anent hereto, all school heads are tasked to prepare their respective accomplishment report, best practices and other school updates.
3. Everyone is advised to strictly follow the standard health protocols as prescribed by the Inter-Agency Task Force (IATF). Further, all participants are encouraged to





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continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by the office.

4. Travel and other incidental expenses shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is highly desired.



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

CID/dpdc

