



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023-0724

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

Subject: **REGULAR SCHOOL HEADS' MEETING OF SCHOOLS IN KAPALONG WEST DISTRICT FOR SCHOOL YEAR (SY) 2023-2024**

Date: September 01, 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 monthly meeting will be conducted by Kapalong West District with the scheme below, to wit;

No.	Date	Venue
1	September 7, 2023	Tiburcia ES
2	October 2023 (TBA)	Gabuyan CES
3	November 2023 (TBA)	Doña Carmen Soriano ES
4	December 2023 (TBA)	Pag-asa ES

2. Anent hereto, all school heads are tasked to prepare their respective accomplishment report, best practices and other school updates.
3. All participants are encouraged to 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, food and other incidental expenses shall be charged against School Maintenance and Other Operating Expenses (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/dpd

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