



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 – 0756

To : Rebecca C. Sagot, CESO VI, ASDS  
Eduard C. Amoguis, EdD - Chief Education Supervisor, CID  
Medos O. Jala, EPS Marix Supervisor  
Ana N. Redaniel – Public Schools District Supervisor  
Kapalong East District School Heads  
School Teachers’ League President- Elementary  
Kapalong East District Non -Teaching Personnel

Subject : **KAPALONG EAST DISTRICT NON-TEACHING PERSONNEL PLANNING CONFERENCE AND TEACHERS’ LEAGUE OFFICERS REORGANIZATION AND FOR SCHOOL YEAR 2022-2023**

Date : September 18, 2023

1. In view of the School Based Management (SBM) principles which teaching and non-teaching personnel play a great role in the delivery of basic education services and being our partners in the school governance for this school year, the field is hereby informed on the conduct of **Kapalong East District Non - Teaching Personnel Planning Conference on September 22, 2023 at 1:00 – 3:00 while Teachers’ League Officers Reorganization will be on 3:00 – 4:30 in the afternoon.**
2. The primary objective is to plan for the school personnel and teachers’ welfare and reorganized the teachers’ group for this school year.
3. It is always reiterated and emphasized to continually support and recognize the value of equality and diversity.
4. Travel 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.

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

CID/anr

