



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023-0817

To: Rebecca C. Sagot, CESO VI, ASDS
Eduard C. Amoguis, EdD, Chief ES -CID
Exelsis Deo A. Deloy, Ph.D – EPS, Matrix Supervisor
Divina P. Dela Cueva, Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Concerned Admin. Officers and Admin. Assistants

Subject: **KAPALONG WEST DISTRICT SCHOOL HEADS' MEETING**

Date: October 09, 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 meeting will be conducted by Kapalong West District on October 10, 2023 at Semong Elementary School, Kapalong. The meeting will start at 8 o'clock in the morning.
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 and wide dissemination of this Memorandum is highly desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

CID/dpd

