



Republic of the Philippines  
**Department of Education**

REGION XI

**SCHOOLS DIVISION OFFICE - DAVAO DEL NORTE**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID – 2023 – 0914

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

Subject: **REGULAR CONFERENCE OF KAPALONG WEST DISTRICT SCHOOL HEADS WITH THE PUBLIC SCHOOLS DISTRICT SUPERVISOR**

Date: November 07, 2023

1. This is to inform all School Heads for the **Regular Conference of Kapalong West District School Heads with the Public Schools District Supervisor at Doña Carmen Soriano Elementary School on November 09, 2023 (Thursday)**. The said conference will start at exactly 9 o'clock in the morning.
2. Anent hereto, all school heads are tasked to discuss the issues and concerns relative to the school's concern and the like.
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 chargeable against school 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 *RM*



CID/dpd

Page 1 of 1

