



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023-0992

To: Rebecca C. Sagot, CESO VI, ASDS
Eduard C. Amoguis, EdD - Chief Education Supervisor, CID
Divina P. Dela Cueva, PSDS
Public Elementary and Secondary School Heads of Kapalong West District
All Concerned AO's and ADAS's

Subject: **KAPALONG WEST DISTRICT ADMINISTRATORS' REGULAR MEETING**

Date: November 23, 2023

1. This office informs all School Heads for the **Kapalong West District Administrators' Regular Meeting at Luna Elementary School on November 24, 2023 (Friday)**. The said conference will start at exactly 8 o'clock in the morning.
2. The agenda of the said meeting are as follows, to wit:
 - a. GSP/BSP Matters
 - b. Gurolympics LGU
 - c. Administrators' Christmas Party / Despedida
 - d. MOOE Liquidation updates
 - e. DTR Updates
 - f. Other concerns
3. Everyone is 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 dissemination of this Memorandum is highly desired.


ROSALINDA N. DIONIO

Administrative Officer V

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

CID/dpd

