



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023-1067

To: Rebecca C. Sagot, CESO VI - Assistant Schools Division Superintendent
Eduard C. Amoguis, EdD – Chief Education Supervisor, CID
Divina P. Dela Cueva, Public Schools District Supervisor- Kapalong West District
Public Elementary and Secondary School Heads
All Concerned Admin. Officers and Admin. Assistants

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

Date: December 12, 2023

1. This office informs all School Heads for the conduct of **Kapalong West District Administrators' Regular Meeting** at **District Office, Gabuyan CES, Kapalong, Davao del Norte, on December 18, 2023 (Monday)**. 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. Office-in-Charge per School;
 - b. School Cleanliness and Security during Christmas Vacation;
 - c. MOOE Updates;
 - d. DTR Updates;
 - e. Journalism Updates;
 - f. Municipal Meet 2024 Schedule; and
 - g. Others
3. Everyone is advised to strictly follow the standard health protocols as prescribed by the Inter-Agency Task Force (IATF). Further, 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 MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is highly desired.



CID/dpd

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

EDUARD C. AMOGUIS, EdD
Chief Education Supervisor
Curriculum Implementation Division

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