



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2023-237

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Education Program Supervisor, SGOD
All Public Schools District Supervisors
All Concerned Division Personnel
All School Heads
All School Partnership Focal Persons

Subject: **SUBMISSION OF EXPLANATION LETTERS OF THE ABSENTEES DURING THE CONDUCT OF THE CAPACITY BUILDING OF SCHOOL PARTNERSHIP FOCAL PERSONS ON FORGING PARTNERSHIPS AND LINKAGES**

Date: August 2, 2023

1. In line with the recently conducted **Capacity Building of School Partnership Focal Persons on Forging Partnerships and Linkages** at Miko's Brew, Tagum City on July 27-28, 2023, all the School Heads who have failed to attend the said activity, including those who have attended in the morning but was not able to finish the training, shall submit an explanation letter citing their reasons for failing to attend the said training. Further, all concerned School Heads are expected to submit their written letters **on or before August 7, 2023** at the School Governance and Operations Division Office.
2. In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.
3. Immediate dissemination of and compliance with this memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



For the Schools Division Superintendent:

RAMEL M. PILO
Chief Education Supervisor

