



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0028

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Concerned Education Program Supervisors
Concerned Public Schools District Supervisors
Concerned School Heads
Concerned Section Heads
All others concerned

Subject: **SPECIFIC CATEGORIZATION OF COORDINATION MEETINGS RELATIVE TO 2025 DIVISION AND DAVRAA MEETS INCLUDING THE HOSTING OF THE DAVRAA**

Date: January 24, 2025

1. To ensure clarity, organization, and efficiency in the planning and coordination of activities related to the 2025 Division Meet scheduled on February 13-16, 2025, and the 2025 Davao Region (DAVRAA) Meet scheduled on March 9-15, 2025, the following categorization of the conference/coordination meetings is hereby classified.

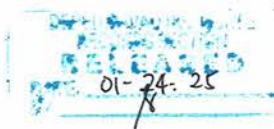
Classification of Conferences

- a. **Conference A:** Meetings related to **DAVRAA Meet Hosting.**
 - b. **Conference B:** Meetings related to **Delegation to DAVRAA Meet.**
 - c. **Conference C:** Meetings related to **Division Meet Activities.**
2. The type of conference (A, B, or C) must be explicitly indicated in all meeting invitations and communications to ensure full participation and support of the concerned personnel.
 3. All concerned personnel are enjoined to strictly adhere to these guidelines to facilitate seamless planning and execution of related activities.
 4. In participating in the different programs and activities, the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
 5. Immediate dissemination of this memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
School Division Superintendent

For the School Division Superintendent:

JANETTE G. VELOSO, CESO VI
Assistant School Division Superintendent



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