



Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

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August 9, 2019


**DIVISION MEMORANDUM**

No. 153, s. 2019

**CONFERENCE-WORKSHOP OF SECONDARY SCHOOL ADMINISTRATORS**

**To: Secondary School Administrators**

1. The Schools Division of Capiz through the Capiz Division Association of Secondary School Administrators (CADASSA) will conduct a CONFERENCE-WORKSHOP OF ALL SECONDARY SCHOOL ADMINISTRATORS on August 14, 2019 at Grand Gazebo, Baybay, Roxas City.
2. The conference-workshop aims to:
  - a. Review and discuss the “performance gaps” of the Secondary School Administrators in the 2018-2019 OPCRf.
  - b. Review/revise the 2019-2020 OPCRf of the Secondary School Administrators.
3. Participants to this conference-workshop are the 54 secondary school administrators. They are advised to bring extension cords, laptop, copy of 2018-2019 OPCRf and the crafted 2019-2020 OPCRf.
4. The Curriculum Implementation Division (CID) will spearhead and facilitate the conference-workshop together with the CADASSA Officers.
5. A registration of PhP500 will be required from each participant to cover expenses for 2 snacks and lunch chargeable against local fund (MOOE) subject to usual accounting and auditing procedures.
6. The matrix of activities is found in enclosure No. 1.
7. Immediate dissemination of this memorandum is desired.

  
**ROEL F. BERMEJO, Ph. D., CESO V**  
Schools Division Superintendent

Enclosure: As stated

To be indicated in the Perpetual Index under the ff. subjects:

**CURRICULUM**

**TRAINING**

**WORKSHOP**



Enclosure No. 1

MATRIX OF ACTIVITIES

<b>TIME</b>	<b>ACTIVITIES</b>
8:00 - 8:30 AM	<b>Registration</b> Mrs. Calin Bernales
	<b>Opening Program</b> CADASSA Officers
8:30 - 9:00 AM	<b>Orientation &amp; Rationale of the Conference-Workshop</b> Dr. Segundina F. Dollete Chief, CID
9:00 - 10:00 AM	<b>Revisiting the 2018-2019 OPCRf</b> Dr. Queenie Bachoco
10:00 - 12:00 AM	<b>Noting Gaps in the 2018-2019 OPCRf</b> Dr. Leowel P. Batuigas
12:00 - 1:00 PM	<b>LUNCH BREAK</b>
1:00 - 3:00 PM	<b>Review and revision of the 2019-2020 OPCRf</b> Dr. Fatima Escuton
3:00 - 4:30 PM	<b>Presentation and critiquing of Revised OPCRf</b> Ma. Bambi Billanes
4:30 - 5:00 PM	<b>Home sweet home</b>