



Republic of the Philippines  
**Department of Education**  
Region VI - Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

July 20, 2022

DIVISION MEMORANDUM  
No. 219s. 2022

**5<sup>th</sup> DIVISION CONVERGENCE OF EDUCATION LEADERS FOR ELEMENTARY,  
SECONDARY & INTEGRATED SCHOOL HEADS, SY 2021-2022**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors/OIC of the Districts  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. This Office will conduct a **Division Convergence of Education Leaders for All Public Elementary, Secondary and Integrated School Heads** on the following schedule:

<b>Participants</b>	<b>Date &amp; Time</b>	<b>District / School In-Charge of the Preliminary Activities and to Record the Minutes of the Meeting</b>
All Public Elementary, Secondary and Integrated School Heads – <b>First Congressional District</b> (including Capiz NHS)	July 27, 2022 (8:00 am – 5:00 pm)	District of Pontevedra
All Public Elementary, Secondary and Integrated School Heads – <b>Second Congressional District</b>	July 29, 2022 (8:00 am – 5:00 pm)	District of Sapián

2. The following are the Division Office personnel who are authorized to attend the meeting:

- 2.1. OIC, Office of the Assistant Schools Division Superintendent
- 2.2. Chief Education Supervisors, CID and SGOD
- 2.3. Education Program Supervisors
- 2.4. Public Schools District Supervisors/OIC of the Districts
- 2.5. Senior Education Program Specialists (Planning & Research, HRD, Soc. Mob. and M & E)
- 2.6. Attorney III (Legal Services)
- 2.7. Administrative Officer V (Budget)
- 2.8. EPS II-ALS/OIC, Office of Administrative Officer V
- 2.9. Administrative Officer IV (Personnel)
- 2.10. Administrative Officer IV (Cash)
- 2.11. Administrative Officer IV (Supply)
- 2.12. Administrative Officer IV (Records)
- 2.13. Accountant III
- 2.14. Information Technology Officer I (ICT Services)



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- 2.15. Engineer III (Education Facilities)
- 2.16. Div. Medical Officer III
- 2.17. One (1) Dentist II
- 2.18. One (1) Nurse II
- 2.19. Planning Officer III

3. Expenses relative to the conduct of this activity shall be charged against the Division HRTD funds while the travel expenses of the school head participants are chargeable against School MOOE, subject to the usual accounting and auditing rules and regulations.

4. It is understood that in the conduct of this activity there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors, and personal circumstances that run counter to the principles of equal opportunity.

5. The conduct of this activity must comply with the minimum health and safety protocol set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).

6. Immediate dissemination of and compliance with this Memorandum are desired.

**MIGUEL MAC D. APOSIN EDD, CESO V**  
Schools Division Superintendent

