



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF CAPIZ**

September 26, 2022

**DIVISION MEMORANDUM**  
NO. **355** S/2022

**CAPIZ DIVISION ASSOCIATION OF SECONDARY SCHOOL ADMINISTRATORS  
(CADASSA) CONFERENCE**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Schools District Supervisors  
Heads of Public Secondary and Integrated Schools  
All Others Concerned

1. Attached is the communication from Marilou B. Lozada, EdD, CADASSA President, relative to the request to conduct a conference on **September 29, 2022, Thursday, 9:00 am** at the **Division Office Multipurpose Hall, Banica, Roxas City, Capiz**.
2. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability or other factors, and personal circumstances contrary to the principles of equal opportunity.
3. Expenses relative to this activity shall be charged to school MOOE funds subject to usual accounting and auditing rules and regulations.
4. It is expected that in the conduct of this activity, all involved must adhere to minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).
5. Immediate dissemination of and compliance with this memorandum are desired.

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



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518 456 / 0968 869 5867  
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Republic of the Philippines  
Department of Education  
Region VI - Western Visayas  
Schools Division of Capiz

**CAPIZ DIVISION ASSOCIATION OF SECONDARY SCHOOL ADMINISTRATORS**

September 22, 2022

**MIGUEL MAC D. APOSIN EdD D., CESO V**  
**School Division Superintendent**  
**Division of Capiz**

Sir,

Greetings!

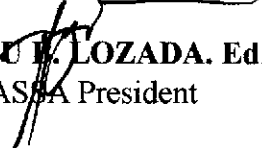
The Capiz Division Association of Secondary Schools Administrators would like to ask permission from your good office to hold a Conference on September 29, 2022 with the venue of your choice and with the following agenda:

1. Presentation of 2022-2023 OPCRF
2. Phase 1 of RPMS: Performance Planning and Commitment
3. "Kamustahan" first Face to Face meeting of Secondary School Heads SY 2022-23
4. Time with School Division Superintendent and Assistant School Division Superintendent.
5. Reorganization and Election of CADASSA officers. \*

We are hoping of your positive response regarding this matter.

Thank you so much and God Bless.

Respectfully yours,

  
**MARILOU E. LOZADA. EdD.**  
CADASSA President

APPROVED:

**MIGUEL MAC D. APOSIN EdD D., CESO V**  
**School Division Superintendent**