



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


December 27, 2022

DIVISION MEMORANDUM
NO. **545** S. 2022

**YEAR-END ASSEMBLY OF CAPIZ DIVISION ASSOCIATION OF SECONDARY
SCHOOL ADMINISTRATORS (CADASSA)**

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 Johnny Pugon, CADASSA President, relative to the request to conduct a year-end assembly on **December 28, 2022, Wednesday, 9:00 am** at the **William A. Bantigue School of Innovation and Kaizen Building, Capiz National High School, 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
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>

Capiz Division Association of School Secondary Administrators (CADASSA)
Division of Capiz, Roxas City

December 23, 2022

DR. MIGUEL MAC D. APOSIN, CESO V
Capiz Schools Division Superintendent
Banica, Roxas City

Sir:


Merry Christmas and a Prosperous New Year!

The Capiz Division Association of Secondary School Administrators would like to request permission from your office to hold a Year-End Assembly of School Heads at William Bantigue Building, Capiz National High School on December 28, 2022, 9:00 a.m. with the following inclusions:

- a. Signing and Mentoring on Techniques on How to Craft 6-Year SIP;
- b. Feedbacking on Certain Provisions of CADASSA By-Laws;
- c. Updates about Certain Issuance from DepEd; and
- d. Updating of CADASSA Membership and Directory.

Thank you very much for your usual support.

Very truly yours,


JOHNNY R. PUGON
President - CADASSA



**CADASSA YEAR-END ASSEMBLY OF
SCHOOL HEADS**

PROGRAM

**Part 1: CADASSA Issues and
Concerns**

I. Preliminaries

***Lupang Hinirang (On Air)**

***Prayer**

Ms Ma.Bambi Billianes

P-I Tuburan NHS

***Capiz Hymn- (On Air)**

II. Welcome Remarks

Mr. Johnny Pugon

P-III Manuel F. Onato

NHS/CADASSA President

**III. School Heads Issues &
Concerns**

a. Sharing & Mentoring on SIP
SWOT & Cross SWOT Analysis
- Mr. Charlie Begas
P- IV Concepcion Castro
Garcia NHS/CADASSA VICE
PRESIDENT

b. Updates on certain DepEd
Issuances
- Dr. Ronilo Tu
P-IV Panitan NHS/ CADASSA
P.I.O

c. Feedbacking on Certain
Provisions of CADASSA By-
Laws
- Dr. Ronilo Tu
P-IV Panitan NHS/ CADASSA
P.I.O

d. Updating of CADASSA
Membership & Directory
-Dr. Emmie Gallenero Garbosa
P-II Camburuan NHS/ CADASSA/
TREASURER

Part 2- Christmas Party

I. Christmas Message

Ms. Ma. Lumie B. Sampani,
CPA, MPA
OIC- ASDS Division of Capiz

II. Luncheon

**III. Sing and Dance for the
Year-End Celebration**