



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

January 5, 2023

**DIVISION MEMORANDUM**  
**No. 002, s. 2023**

**4<sup>th</sup> DIVISION CONVERGENCE OF EDUCATION LEADERS (DCEL)**  
**FOR SY 2022-2023 (Group 1)**

To: OIC, Office of the Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Curriculum Implementation Division  
 School Governance and Operations Division  
 Education Program Supervisors  
 Public Schools District Supervisors/OIC of the Districts  
 Heads of Public Elementary, Secondary and  
 Integrated Schools

1. This Office will conduct the **4<sup>th</sup> Division Convergence of Education Leaders for All Integrated, Secondary, and Elementary School Heads** specified below.

<b>District/ School Participants</b>	<b>Date &amp; Time</b>	<b>Venue</b>	<b>District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting</b>
1. All Integrated Schools 2. All Secondary Schools 3. All Elementary Schools in the following districts: ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon; and ✓ Cuartero	January 24, 2023 (8:00am- 5:00pm)	To be announced later.	Panitan National High School

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



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- 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)
  - 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
  - 2.20. EP Specialist II-HRD
  - 2.21. PDO II-DRRM
  - 2.22. One (1) PDO I-YF
3. Expenses relative to the conduct of this activity shall be charged against the Division HRTD funds 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 



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