



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

January 5, 2023

DIVISION MEMORANDUM
No. 003, s. 2023

4th DIVISION CONVERGENCE OF EDUCATION LEADERS (DCEL)
FOR SY 2022-2023 (Group 2)

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 **4th Division Convergence of Education Leaders for All Elementary School Heads** of the following districts specified below.

District/ School Participants	Date & Time	Venue	District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting
All Elementary Schools in the following districts: ✓ Dao; ✓ Dumalag; ✓ Dumarao; ✓ Ivisan; ✓ Jamindan; ✓ Mambusao East; ✓ Mambusao West; ✓ Sapian; ✓ Sigma; ✓ Tapaz East; & ✓ Tapaz West	January 25, 2023 (8:00am-5:00pm)	To be announced later.	District of Tapaz West

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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