



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

January 19, 2023

DIVISION MEMORANDUM



No. 030, s. 2023

ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 003, S. 2023 TITLED “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
All Others Concerned

1. Relative to **Division Memorandum No. 003, s. 2023**, re the **4th DIVISION CONVERGENCE OF EDUCATION LEADERS (DCEL) FOR SY 2022-2023 (Group 2)**, this office informs the field that the venue will be at **CIRCULO Convention Center, Pueblo de Panay, Roxas City**.
2. All other provisions in **Division Memorandum No. 003, s. 2023** remain in effect.
3. Immediate dissemination of and compliance with this Memorandum are desired.

For the Schools Division Superintendent:


SEGUNDINA F. DOLLETE, EdD
Chief Education Supervisor
Curriculum Implementation Division
In-Charge of the Division 





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; ✓ Sapián; ✓ 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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