



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

February 21, 2023

DIVISION MEMORANDUM

No. 097, s. 2023

**ORIENTATION WORKSHOP ON THE TECHNICAL ASSISTANCE
MECHANISM TO SCHOOLS FOR SY 2022-2023**

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
School Heads of Public & Private Elementary, Secondary and
Integrated Schools
All Others Concerned

1. Technical Assistance is one of the mechanisms employed by the Division Office to provide support and guidance to schools, to identify problems and find the right solutions for a more effective delivery of educational services to the end-users and in achieving the organizational goals.
2. This Office, through the School Governance and Operations Division (SGOD), will conduct an **Orientation Workshop on the Technical Assistance Mechanism to Schools** on **March 16, 2023, 8:30 am to 5:00 p.m.** for District TA Focal Persons and Public Schools District Supervisors and **March 17, 2023, 8:30 a.m. to 5:00 p.m.** for Secondary Schools TA Focal Persons (**must be a head teacher**) and Secondary School Principals. For Secondary Schools with no Head Teacher, the school Principal will be the School TA Focal Person. The venue of this activity is at the **SDO Capiz Multipurpose Hall.**
3. The conduct of this activity must comply with the 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).





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4. Expenses incurred relative to the conduct of this activity are chargeable against the Division MOOE Funds while transportation expenses of the participants shall be chargeable against school MOOE, both are subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.


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



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