



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

September 13, 2023

DIVISION MEMORANDUM

No. 463, s. 2023 -

ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 445, S. 2023 TITLED “**1st DIVISION CONVERGENCE OF EDUCATION LEADERS (DCEL) FOR ELEMENTARY, SECONDARY, AND INTEGRATED SCHOOL HEADS FOR SY 2023-2024**”

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. 445, s. 2023, re the **1st DIVISION CONVERGENCE OF EDUCATION LEADERS FOR ELEMENTARY, SECONDARY & INTEGRATED SCHOOL HEADS, SY 2023-2024**, 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. 445, s. 2023 remain in effect.
3. Immediate dissemination of this Memorandum is desired.

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

Encl.: None
Reference: SDM No. 445, s. 2023
To be indicated in the Perpetual Index
Under the following subjects:

MEETINGS PERSONNEL ORIENTATION SCHOOLS



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

06 September 2023

DIVISION MEMORANDUM

No. 445, s. 2023

**1st DIVISION CONVERGENCE OF EDUCATION LEADERS (DCEL) FOR
ELEMENTARY, SECONDARY, AND INTEGRATED SCHOOL HEADS
FOR SY 2023-2024**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC, Office of the Chief Education Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

This Office will conduct the 1st Division Convergence of Education Leaders for All Public Elementary, Secondary, and Integrated School Heads for SY 2023-2024 on the following schedule:

District/ School Participants	Date & Time	District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting
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	September 19, 2023 (8:00am-5:00pm)	Pilar District
All Elementary Schools in the following districts: ✓ Dao; ✓ Dimalag; ✓ Dumarao; ✓ Ivisan; ✓ Jamindan; ✓ Mambusao East; ✓ Mambusao West; ✓ Sapián; ✓ Sigma; ✓ Tapaz East; and ✓ Tapaz West	September 20, 2023 (8:00am-5:00pm)	Dao District



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SCHOOLS DIVISION OFFICE - CAPIZ

1. 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
 - 2.5. Senior Education Program Specialists (Planning & Research, HRD 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. Education Program Specialist II-HRD
 - 2.21. Education Program Specialist II-Soc. Mob & Networking
 - 2.22. PDO II-DRRM
 - 2.23. Two (2) PDO I-YF
2. Expenses relative to the conduct of this activity shall be charged against the Division HRTD fund for SDO personnel and the additional MOOE fund for school heads, both subject to the usual accounting and auditing rules and regulations.
3. Immediate dissemination of this Memorandum is desired.

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

Encl.: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

MEETINGS

PERSONNEL

ORIENTATION

SCHOOLS

