



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

October 23, 2023

**DIVISION MEMORANDUM**

No. 533, s. 2023

**Changes to Division Memorandum No. 531, s. 2023 titled “2<sup>nd</sup> 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  
All Others Concerned

1. In reference to Division Memorandum No. 531, s. 2023 titled “2<sup>nd</sup> Division Convergence of Education Leaders (DCEL) for Elementary, Secondary, and Integrated School Heads for SY 2023-2024”, please be informed that the date of the conduct of this activity is changed to **November 6-7, 2023** instead of November 7-8, 2023.
2. Further, the school heads of the district of Ivisan are scheduled to attend on November 6, 2023.
3. Other provisions of the aforementioned Memorandum remain in effect.
4. 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



Address: Banica, Roxas City  
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Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

October 19, 2023

**DIVISION MEMORANDUM**

No. 531, s. 2023

**2<sup>nd</sup> 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 1<sup>st</sup> Division Convergence of Education Leaders for All Public Elementary, Secondary, and Integrated School Heads for SY 2023-2024 on the following schedules:

<b>District/School Participants</b>	<b>Date &amp; Time</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 ✓ Ivisan	November 7, 2023 (8:00am-5:00pm)	President Roxas
All Elementary Schools in the following districts: ✓ Cuartero; ✓ Dao; ✓ Dumalag; ✓ Dumarao; ✓ Ivisan; ✓ Jamindan;	November 8, 2023 (8:00am-5:00pm)	Dumalag



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<ul style="list-style-type: none"> <li>✓ Mambusao East;</li> <li>✓ Mambusao West;</li> <li>✓ Sapián;</li> <li>✓ Sigma;</li> <li>✓ Tapaz East; and</li> <li>✓ Tapaz West</li> </ul>		
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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. OIC, Office of the 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 funds subject to the usual accounting and auditing rules and regulations.

3. Immediate dissemination of this Memorandum is desired.

*MAC*  
**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



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