



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

January 2, 2024

DIVISION MEMORANDUM

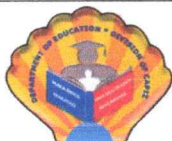
No. 003, s. 2024

**FOURTH, FIFTH, SIXTH, SEVENTH, EIGHTH, AND NINTH 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
 Assistant Principals II
 All Others Concerned

1. This Office will conduct the Division Convergence of Education Leaders for All Public Elementary, Secondary, Integrated School Heads and Assistant Principals II deployed to Secondary Schools for SY 2023-2024, at Circulo Convention Center, Pueblo de Panay, Roxas City on the following schedule:

District/School Participants	Date & Time (Indicative dates subject for change)	District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting
<ul style="list-style-type: none"> ✓ Heads of Integrated Schools ✓ Heads of Secondary Schools ✓ Assistant Principals II ✓ Heads of Elementary Schools in the following districts: <ul style="list-style-type: none"> ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon ✓ Ivisan; 	<p>January 18, 2024 (8:00am-5:00pm)</p>	<p>Maayon District</p>
<p>Heads of Elementary Schools in the following districts:</p> <ul style="list-style-type: none"> ✓ Cuartero; ✓ Dao; 	<p>January 19, 2024 (8:00am-5:00pm)</p>	<p>Tapaz West District</p>



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



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<ul style="list-style-type: none"> ✓ Dumalag; ✓ Dumarao; ✓ Jamindan; ✓ Mambusao East; ✓ Mambusao West; ✓ Sapián; ✓ Sigma; ✓ Tapaz East; and ✓ Tapaz West 		
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District/School Participants	Date & Time (Indicative dates subject for change & Time)	District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting
<ul style="list-style-type: none"> ✓ Heads of Integrated Schools ✓ Heads of Secondary Schools ✓ Assistant Principals II ✓ Heads of Elementary Schools in the following districts: <ul style="list-style-type: none"> ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon ✓ Ivisan; 	February 15, 2024 (8:00am-5:00pm)	Ivisan District
Heads of Elementary Schools in the following districts: <ul style="list-style-type: none"> ✓ Cuartero; ✓ Dao; ✓ Dumalag; ✓ Dumarao; ✓ Jamindan; ✓ Mambusao East; ✓ Mambusao West; ✓ Sapián; ✓ Sigma; ✓ Tapaz East; and ✓ Tapaz West 	February 16, 2024 (8:00am-5:00pm)	Mambusao West District



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District/School Participants	Date & Time (Indicative dates subject for change)	District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting
<ul style="list-style-type: none">✓ Heads of Integrated Schools✓ Heads of Secondary Schools✓ Assistant Principals II✓ Heads of Elementary Schools in the following districts:<ul style="list-style-type: none">✓ Panay;✓ Panitan;✓ Pilar;✓ Pontevedra;✓ President Roxas;✓ Maayon✓ Ivisan;	March 14, 2024 (8:00am-5:00pm)	Integrated School Heads
<p>Heads of Elementary Schools in the following districts:</p> <ul style="list-style-type: none">✓ Cuartero;✓ Dao;✓ Dumalag;✓ Dumarao;✓ Jamindan;✓ Mambusao East;✓ Mambusao West;✓ Sapián;✓ Sigma;✓ Tapaz East; and✓ Tapaz West	March 15, 2024 (8:00am-5:00pm)	Cuartero District

District/School Participants	Date & Time (Indicative dates subject for change)	District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting
<ul style="list-style-type: none">✓ Heads of Integrated Schools✓ Heads of Secondary Schools✓ Assistant Principals II✓ Heads of Elementary Schools in the following districts:	April 22, 2024 (8:00am-5:00pm)	Secondary School Heads



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<ul style="list-style-type: none"> ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon ✓ Ivisan; 		
Heads of Elementary Schools in the following districts: <ul style="list-style-type: none"> ✓ Cuartero; ✓ Dao; ✓ Dumalag; ✓ Dumarao; ✓ Jamindan; ✓ Mambusao East; ✓ Mambusao West; ✓ Sapián; ✓ Sigma; ✓ Tapaz East; and ✓ Tapaz West 	April 23, 2024 (8:00am-5:00pm)	Dumarao District

District/School Participants	Date & Time (Indicative dates subject for change)	District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting
<ul style="list-style-type: none"> ✓ Heads of Integrated Schools ✓ Heads of Secondary Schools ✓ Assistant Principals II ✓ Heads of Elementary Schools in the following districts: <ul style="list-style-type: none"> ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon ✓ Ivisan; 	May 16, 2024 (8:00am-5:00pm)	Pontevedra District



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Heads of Elementary Schools in the following districts: <ul style="list-style-type: none">✓ Cuartero;✓ Dao;✓ Dumalag;✓ Dumarao;✓ Jamindan;✓ Mambusao East;✓ Mambusao West;✓ Sapian;✓ Sigma;✓ Tapaz East; and✓ Tapaz West	May 17, 2024 (8:00am-5:00pm)	Sapian District
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District/School Participants	Date & Time Indicative dates subject for change)	District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting
<ul style="list-style-type: none">✓ Heads of Integrated Schools✓ Heads of Secondary Schools✓ Assistant Principals II✓ Heads of Elementary Schools in the following districts:<ul style="list-style-type: none">✓ Panay;✓ Panitan;✓ Pilar;✓ Pontevedra;✓ President Roxas;✓ Maayon✓ Ivisan;	June 13, 2024 (8:00am-5:00pm)	Assistant Principals
Heads of Elementary Schools in the following districts: <ul style="list-style-type: none">✓ Cuartero;✓ Dao;✓ Dumalag;✓ Dumarao;✓ Jamindan;✓ Mambusao East;✓ Mambusao West;✓ Sapian;✓ Sigma;✓ Tapaz East; and✓ Tapaz West	June 14, 2024 (8:00am-5:00pm)	Jamindan District



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✓ Tapaz West		
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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
- 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

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. Immediate dissemination of this Memorandum is desired.

May

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

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Encl.: None
 Reference: None
 To be indicated in the Perpetual Index
 Under the following subjects:

MEETINGS PERSONNEL ORIENTATION SCHOOLS



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