



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

12 January 2024

DIVISION MEMORANDUM
 NO. **023** s. 2024

CHANGE IN 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, Assistant Schools Division Superintendent
 Chief Education Supervisor
 Curriculum Implementation Division
 OIC, Chief Education Supervisor
 School Governance and Operations Division
 Public Schools District Supervisors
 Heads of Public Elementary, Secondary and Integrated Schools
 Assistant School Principals II
 All others concerned

1. Relative to Division Memorandum No. 003, s. 2024 titled “*Fourth, Fifth, Sixth, Seventh, Eight, and Ninth Division Convergence of Education Leaders (DCEL) for Elementary, Secondary, and Integrated School Heads for SY 2023-2024*”, this office announces the changes in the schedule of the Fourth Division Convergence of Education Leaders (DCEL) for Elementary, Secondary, and Integrated School Heads for SY 2023-2024, to wit:

From	To
District/School Participants: ✓ Heads of Integrated Schools ✓ Heads of Secondary Schools ✓ Assistant School Principals II ✓ Heads of Elementary Schools in the following districts: ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ President Roxas; ✓ Pontevedra; ✓ Maayon; ✓ Ivisan;	District/School Participants: ✓ Heads of Integrated Schools ✓ Heads of Secondary Schools ✓ Assistant School Principals II ✓ Heads of Elementary Schools in the following districts: ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ President Roxas; ✓ Pontevedra; ✓ Maayon; ✓ Ivisan;
Date and Time: January 18, 2024 (8:00 a.m. – 5:00 p.m.)	Date and Time: (New Schedule) January 16, 2024, Tuesday (8:00 a.m. – 5:00 p.m.)
District/School In-Charge of the Preliminary Activities and to Record the Minutes of the Meeting: Maayon District	District/School In-Charge of the Preliminary Activities and to Record the Minutes of the Meeting: Maayon District



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2. The **second day** of the Fourth Division Convergence of Education Leaders (DCEL) for Elementary, Secondary, and Integrated School Heads for SY 2023-2024 will proceed as scheduled on **January 19, 2024**.
3. Other provisions in Division Memorandum No. 003, s. 2024 remain in effect.
4. Immediate dissemination of this Memorandum is desired.


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

Encl.: As stated

Reference: As stated

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

MEETINGS
ORIENTATION
PERSONNEL
SCHOOLS



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
✓ Heads of Integrated Schools ✓ Heads of Secondary Schools ✓ Assistant Principals II ✓ Heads of Elementary Schools in the following districts: ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon ✓ Ivisan;	January 18, 2024 (8:00am-5:00pm)	Maayon District
Heads of Elementary Schools in the following districts: ✓ Cuartero; ✓ Dao;	January 19, 2024 (8:00am-5:00pm)	Tapaz West District



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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: ✓ 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
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
✓ Heads of Integrated Schools ✓ Heads of Secondary Schools ✓ Assistant Principals II ✓ Heads of Elementary Schools in the following districts: ✓ 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: ✓ 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.


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:

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