



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

August 27, 2024

DIVISION MEMORANDUM  
NO. **494** s. 2024

**SUBMISSION OF SSLG, SELG AND BKD GENERAL PLAN OF ACTION  
(GPOA) AND YES-O CAPA FOR SY 2024-2025**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
OIC- CES, School Governance and Operations Division  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
District SELG Coordinators  
All Others Concerned

1. This office, through the Youth Formation Unit under the School Governance and Operations Division (SGOD), requests all schools for the **Submission of SSLG, SELG and BKD General Plan of Action (GPOA) and YES-O CAPA for SY 2024-2025** on or before **September 4, 2024**.
2. The Softcopy of the formats of said documents are accessible and downloadable through the link <https://bit.ly/TemplatesandForms>.
3. For questions and clarifications, please contact **Ms. Yzarda Claudette D. Ballera** & **Ms. Jhean Mae Grace Lingco**, Project Development Officer I – Youth Formation Unit, through 09817252244/09451231621.
4. Immediate dissemination of and compliance with this Memorandum are desired.

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

Encl.: As stated

Reference:

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

SCHOOLS      LEARNERS      YOUTH FORMATION



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