



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

November 13, 2024

DIVISION MEMORANDUM

No. 718, s. 2024

**3rd DIVISION CONVERGENCE OF EDUCATION LEADERS (DCEL) FOR
 ELEMENTARY, SECONDARY, AND INTEGRATED SCHOOL HEADS
 FOR SY 2024-2025**

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

1. This Office will conduct the 3rd Division Convergence of Education Leaders for All Public Elementary, Secondary, and Integrated School Heads for SY 2024-2025 on the following schedules:

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 & Assistant Principals II 3. All Elementary Schools in the following districts: ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon; and ✓ Ivisan	December 17, 2024 (8:00am-5:00pm)	Panitan District
All Elementary Schools in the following districts: ✓ Cuartero ✓ Dao; ✓ Dumalag; ✓ Dumarao; ✓ Jamindan; ✓ Mambusao East; ✓ Mambusao West;	December 18, 2024 (8:00am-5:00pm)	Tapaz East District



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"> ✓ Sapian; ✓ Sigma; ✓ Tapaz East; and ✓ 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. Administrative Officer V (Budget)
- 2.8. Administrative Officer V (Personnel)
- 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. PDO I-DRRM
- 2.22. Two (2) PDO I-YF

3. A registration fee of Six Hundred Pesos (P600) shall be charged from each participant to cover expenses for one (1) meal (lunch) and two (2) snacks (morning and afternoon) chargeable against School MOOE Funds. Food expenses for the SDO Capiz participants shall be charged against the Division MOOE Funds. All expenses are subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of and compliance with this Memorandum are desired.

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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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