



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

03 OCT 2025

DIVISION MEMORANDUM

No. **492** s. 2025

PLANNING CONFERENCE WITH EDUCATION LEADERS

To: Assistant Schools Division Superintendent
OIC, Chief Education Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
Concerned Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. This Office will conduct a **Planning Conference with Education Leaders** on the schedule indicated below.

DISTRICT	DATE	VENUE
First Congressional District	October 10, 2025 at 8:30 A.M.	(To be announced later)
Second Congressional District	(To be announced later)	(To be announced later)

2. This activity aims to:

- review and confirm the accuracy of the school building data gathered from the National School Building Inventory (NSBI); and
- identify real-time gaps and needs by determining shortages, deficiencies, and urgent needs in classroom, furniture, and other school facilities.

3. The participants to this activity are found in Enclosure No. 1.

4. All participants are expected to bring the following:

- Laptop with extension cord
- Wifi
- Hard Copy of the latest uploaded NSBI form
- Site ownership documents
- Updated Site Development Plan

5. Travel expenses relative to the conduct of this activity shall be chargeable against the school MOOE fund, subject to the usual accounting and auditing rules and regulations.

6. This Memorandum serves as Authority to Travel to all participants.

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

ROEL F. BERMEJO
Schools Division Superintendent

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

PLANNING CONFERENCE MEETINGS



Republic of the Philippines
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SCHOOLS DIVISION OF CAPIZ

Enclosure No. 1 to Division Memorandum No. 492 s. 2025

LIST OF PARTICIPANTS

1. Schools Division Superintendent
2. Assistant Schools Division Superintendent
3. OIC, Office of the Chief Education Supervisor, SGOD
4. Division Legal Officer
5. Site Titling Office Technical Assistant IV
6. Division Engineer
7. Division Planning Officer
8. First Congressional District Public Schools District Supervisors
9. First Congressional District Heads of Public Elementary, Secondary, and Integrated Schools
10. District/School Planning Coordinators