



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

16 OCT 2025

DIVISION MEMORANDUM

No. 538, s. 2025

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 492, S. 2025 TITLED
PLANNING CONFERENCE WITH EDUCATION LEADERS**

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

1. Relative to the Division Memorandum No. 492, s. 2025 titled **Planning Conference with Education Leaders**, this Office informs the field of the additional information to the said activity as indicated below.

DISTRICT	DATE and Time	Venue
First Congressional District	October 10, 2025, at 1:00 PM	Antonio Hall, San Antonio Resort, Baybay, Roxas City
Second Congressional District (Batch 1)	November 4, 2025 at 8:30 AM	To be announced
Second Congressional District (Batch 2)	November 5, 2025 at 8:30 AM	To be announced

2. The list of participants is indicated below:

November 4, 2025 (Batch 1)			
DISTRICT	No. of School Heads	No. of District/ School Planning Coordinator	Total
Mambusao East	20	20	40
Mambusao West	15	15	30
Tapaz East	37	37	74
Tapaz West	26	26	52
Dumalag	22	22	44
Dumarao	38	38	76
		Total	316



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November 5, 2025 (Batch 2)			
DISTRICT	No. of School Heads	No. of District/ School Planning Coordinator	Total
Dao	23	23	46
Cuartero	24	24	48
Ivisan	17	17	34
Sapian	34	34	68
Jamindan	24	24	48
Sigma	24	24	48
		Total	292

3. A registration fee of Six Hundred Fifty pesos (Php 650.00) will be charged to each participant to cover expenses for one (1) meal (lunch) and two (2) snacks (morning and afternoon). Registration fees and travel expenses shall be charged against the School MOOE Funds. All expenses subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent

Enclosure: As stated

Reference: Division Memorandum No. 492, s.2025

To be indicated in the Perpetual Index

Under the following subjects:

PLANNING

CONFERENCE

MEETINGS