



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

05 NOV 2025

DIVISION MEMORANDUM

No. **576**, s. 2025

CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 538, S. 2025 [ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 492, S. 2025 TITLED PLANNING CONFERENCE WITH EDUCATION LEADERS]

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

1. Relative to Division Memorandum No. 538, s. 2025 titled **Additional Information to Division Memorandum No. 492, s. 2025 titled Planning Conference with Education Leaders**, this Office informs the field that the date of the abovementioned activity is rescheduled from November 4-5, 2025 to **November 6-7, 2025**, and the venue will be at **Circulo Convention Center**, Pueblo de Panay, Lawaan, Roxas City.

2. Correction is hereby made on the number of allocation in the District of Sapián and Jamindan, as follows:

November 7, 2025 (Batch 2)			
DISTRICT	No. of School Heads	No. of District/ School Planning Coordinator	Total
Sapián	24	24	48
Jamindan	34	34	68

3 Other provisions of the aforementioned Memorandum remain in effect.

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

ROEL F. BERMEJO
Schools Division Superintendent

Enclosure: As stated

Reference: Division Memorandum Nos. 492 and 538, s.2025

To be indicated in the Perpetual Index

Under the following subjects:

PLANNING

CONFERENCE

MEETINGS



Address: Banica, Roxas City

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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



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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



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



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