



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

February 10, 2022

DIVISION MEMORANDUM

No. 033s. 2022

**VIRTUAL DIVISION CONVERGENCE OF EDUCATION LEADERS**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors/OIC of the District  
Heads of Public Elementary and Integrated Schools  
All Others Concerned

1. The **Division Convergence of Education Leaders for All Public Elementary School Heads** (excluding TICs) of DepEd-Capiz Division will be held on the following schedules:

Participants	Date & Time	District / School In-Charge of the Preliminary Activities and to Record the Minutes of the Meeting
All Public Elementary School Heads – <b>First Congressional District (Head Teachers to Principals Only)</b>	February 16, 2022 (8:00 am – 12:00 nn)	District of Pres. Roxas
All Public Elementary School Heads – <b>Second Congressional District (Head Teachers to Principals Only)</b>	February 16, 2022 (1:00 pm – 5pm)	District of Dumarao

2. Teachers-In-Charge of Elementary/Primary Schools, Secondary and Integrated School Heads are not requested to attend.

3. The following are the Division Office personnel who are authorized to attend the meeting:

- 2.1. Assistant Schools Division Superintendent
- 2.2. Chief Education Supervisors, CID and SGOD
- 2.3. Education Program Supervisors
- 2.4. Public Schools District Supervisors/OIC of the District
- 2.5. Senior Education Program Specialists (Planning & Research, HRD, Soc. Mob. and M & E
- 2.6. Attorney III (Legal Services)
- 2.7. Administrative Officer V (Budget)
- 2.8. EPS II-ALS/OIC, Office of Administrative Officer V
- 2.9. Administrative Officer IV (Personnel)
- 2.10. Administrative Officer IV (Cash)
- 2.11. Administrative Officer IV (Supply)



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



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- 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. Dentist II
- 2.18. Nurse II
- 2.19. Planning Officer III

3. The Virtual Link (MS Teams): <https://bit.ly/SDOCAPIZVDCEL>

4. Expenses relative to the conduct of this activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.

5. It is understood that in the conduct of this activity there shall be no discrimination in the provision of learning and development program on account of age, school, gender, civil status, disability, religion or other similar factors, and personal circumstances that run counter to the principles of equal opportunity.

6. Immediate dissemination of this memorandum is desired.

  
**SALVADOR O. OCHAVO, JR., EdD, CESO V**  
Schools Division Superintendent  
**FEB 10 2022**



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