



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DU-2019-01-005

DepED-MALAYBALAY CITY

RELEASED

DATE: JAN 07 2019 TIME: 3:51

BY: *Febina*

DIVISION MEMORANDUM

No. 005, s. 2019

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned
This Division

From: **REBONFAMIL R. BAGUIO**
OK
Schools Division Superintendent

Date: January 5, 2019

Subject: **FIRST SCHOOL HEADS MEETING**

1. In line with the First School Heads Meeting, Assistant Schools Division Superintendent, Chief Education Supervisors, Administrative Officer V, Senior Education Program Specialist – HRD, Education Program Specialist - HRD and School Heads are hereby directed to attend on January 14, 2019 (Monday), 8:00 am to 5:00 pm at Aglayan Central School, Aglayan, Malaybalay City.

2. Agenda to be taken are as follow:

- May 13, 2019 National and Local Elections Electoral Boards and Election Personnel.
- Feedback on MCD's participation to NMRAA
- Early Registration 2019
- Unified Division LAC Sessions
- NSPC Preparation

3. Enclosed is the matrix of the activity.

4. Meals of the participants shall be charged to Division Office MOOE while transportation and other incidental expenses shall be charged against school funds subject to usual accounting and auditing rules.

5. The following ad hoc committees are hereby created:

Secretariat: Marsfifth M. Mamawag

Woodrow Wilson B. Merida
Ria K. Alcuizar

Kit: Manuel D. Dinlayan III
Paterno T. Padua Jr.
Lucilyn M. Cahucom

Hall Preparation: PESPA Members

After Care: DAPSSHI Officers

6. Participants are expected to be in their National Uniforms per DepEd Memorandum No. 063, s. 2018.

7. Should there be queries, contact **WOODROW WILSON B. MERIDA**, Senior Education Program Specialist - Human Resource Development at **09178122754**.

Enclosure:

As stated

Copy furnished:

Records Unit

HRD



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FIRST SCHOOL HEADS MEETING MATRIX

TIME	ACTIVITY	POINT PERSON
8:00-9:00	Arrival/Registration	Secretariat
9:00-12:00	DAPSSHI & PESPA Issues and Concern	Dr. Susan S. Olana DAPSSHI President Narita T. Padua PESPA President
12:00-1:00	LUNCH BREAK	12:00-1:00
1:00-2:00	Opening Program 1. National Anthem 2. Prayer 3. DRRM	Media Presentation Media Presentation Media Presentation
2:00-2:30	Preliminaries Roll Call Declaration of Quorum Approval of the Proposed Agenda	SUNNY RAY F. AMIT Assistant Schools Division Superintendent
2:30-4:45	Business Proper <ul style="list-style-type: none"> • OSDS • SGOD • CID 	REBONFAMIL R. BAGUIO Schools Division Superintendent LORENZO O. CAPACIO SGOD, Chief RALPH T. QUIROG CID, Chief
4:45-5:00	Adjournment/ Prayer	REBONFAMIL R. BAGUIO Schools Division Superintendent