



DM-2019-09-303
DEPED MALAYBALAY CITY DIVISION
RELEASED
SEP 11 2019
BY: [Signature]

Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 303, s. 2019

To: Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD and CID
Public Elementary and Secondary School Heads
All Others Concerned

From:  **REBONFAMIL R. BAGUIO**
Schools Division Superintendent
11 SEP 19

Date: September 11, 2019

Subject: **FIFTH SCHOOL HEADS MEETING**

1. In line with the Fifth School Heads Meeting, Assistant Schools Division Superintendent, Chief Education Supervisors, Accountant III, Engineer III, Administrative Officer V (Administrative Services and Budget) and School Heads are hereby directed to attend on **September 18, 2019 (Wednesday), 8:00 am to 5:00 pm at Apo Macote National High School.**

2. The following ad hoc committee in the previous meeting shall remain.

Secretariat:	Woodrow Wilson B. Merida	Ria K. Alcuizar
	Marsfifth M. Mamawag	Gladys J. Dublas

Kit: Paterno T. Padua, Jr.
Manuel D. Dinlayan
Lucilyn M. Cahucom
Edelina M. Eborá

3. 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.

4. There shall be no substitutes, application for leave of absence on that day is deemed cancelled.

5. Should there be queries contact *Woodrow Wilson B. Merida*, Senior Education Program Specialist, Human Resource Development at 09178122754.

Copy furnished:

Records Unit

HRD

To be posted in the website



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

FIFTH SCHOOL HEADS MEETING MATRIX

TIME	ACTIVITY	POINT PERSON
7:00-8:00	Registration	Secretariat
8:00-8:30	Opening Program 1. National Anthem 2. Prayer	WOODROW WILSON B. MERIDA SEPS, HRD
8:30-9:00	Reading and approval of the minutes of the previous meeting.	MARSFIFTH M. MAMAWAG SEPS, Social Mobilization
9:00-9:30	Business arising from the minutes of the previous meeting.	
9:30-12:00	Presentation of Issues and Concerns	DR. SUSAN S. OLANA DAPSSHI President NARITA T. PADUA PESHA President
12:00-1:00	LUNCH BREAK	
1:00-4:45	Business Proper • 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

Presiding Officer:

SUNNY RAY F. AMIT
Assistant Schools Division Superintendent