



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DM-2019-02-067

DepED-MALAYBALAY CITY DIVISION	
RELEASED	
DATE: FEB 20 2019	TIME: 4:18
BY: _____	_____

DIVISION MEMORANDUM

No. 067, s. 2019

To: Assistant Schools Division Superintendent
Chief/ Education Program Supervisors, SGOD and CID
All School Heads
All Others Concerned
This Division

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

Date: February 20, 2019

Subject: **SECOND SCHOOL HEADS MEETING**

1. In line with Second School Heads Meeting, Assistant Schools Division Superintendent, Chief Education Supervisors, Administrative Officer V, Senior Education Program Specialist, Education Program Specialist and School Heads are hereby directed to attend on February 27, 2019 (Wednesday), 8:00 am to 5:00 pm at Can-ayan Integrated School, Can-ayan, Malaybalay City.

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

Secretariat: Woodrow Wilson B. Merida
Marsifith M. Mamawag
Ria K. Alcuizar

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

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. 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



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SECOND 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 3. Roll Call by District	WOODROW WILSON B. MERIDA SEPS-II,HRD RALPH T. QUIROG CID, Chief
8:30-10:00	Association Meeting	DR. SUSAN S. OLANA DAPSSHI President NARITA T. PADUA PESPA President
10:00-11:00	Presentation of Issues and Concerns.	
11:00-11:30	Reading and approval of the minutes of the previous meeting.	MARSFIFTH MAMAWAG SEPS,Social Mobilization & Networking
11:30-12:00	Business arising from the minutes of the previous meeting.	JUTCHEL L. NAYRA,DPA Administrative Officer V
12:00-1:00	LUNCH BREAK	
1:00-4:45	Business Proper • OSDS • SGOD • CID	REBONFAMIL R. BAGUIO Schools Division Superintendent LORENZO O. CAPACIO,Ed.D SGOD, Chief RALPH T. QUIROG CID, Chief
4:45-5:00	Adjournment/Prayer	REBONFAMIL R. BAGUIO Schools Division Superintendent