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
            Marsfifth 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
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Point Person</th>
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</thead>
<tbody>
<tr>
<td>7:00-8:00</td>
<td>Registration</td>
<td>Secretariat</td>
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<tr>
<td>8:00-8:30</td>
<td>Opening Program</td>
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<td></td>
<td>1. National Anthem</td>
<td>WOODROW WILSON B. MERIDA</td>
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<td>2. Prayer</td>
<td>SEPS-II, HRD</td>
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<td>3. Roll Call by District</td>
<td>RALPH T. QUIROG, CID, Chief</td>
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<tr>
<td>8:30-10:00</td>
<td>Association Meeting</td>
<td>DR. SUSAN S. OLANA, President</td>
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<tr>
<td>10:00-11:00</td>
<td>Presentation of Issues and Concerns.</td>
<td>NARITA T. PADUA, PESPA President</td>
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<tr>
<td>11:00-11:30</td>
<td>Reading and approval of the</td>
<td>MARSFIFTH MAMAWAG, SEPS,</td>
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<td></td>
<td>minutes of the previous meeting.</td>
<td>Social Mobilization &amp; Networking</td>
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<tr>
<td>11:30-12:00</td>
<td>Business arising from the</td>
<td>JUTCHEL L. NAYRA, DPA, Office V</td>
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<td></td>
<td>minutes of the previous meeting.</td>
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<td>12:00-1:00</td>
<td>LUNCH BREAK</td>
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<td>1:00-4:45</td>
<td>Business Proper</td>
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<td>• OSDDS</td>
<td>REBONFAMIL R. BAGUIO, Superintendent</td>
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<td>• SGOD</td>
<td>LORENZO O. CAPACIO, Ed.D</td>
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<td>• CID</td>
<td>SGOD, Chief</td>
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<td>RALPH T. QUIROG, CID, Chief</td>
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<td>4:45-5:00</td>
<td>Adjournment/Prayer</td>
<td>REBONFAMIL R. BAGUIO, Superintendent</td>
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