



DM-2019-07-225  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
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BY: [Signature]

Republic of the Philippines  
**Department of Education**  
DIVISION OF MALAYBALAY CITY

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**DIVISION MEMORANDUM**

No. 225, s. 2019

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

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

Date: July 10, 2019

Subject: **FOURTH SCHOOL HEADS MEETING**

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1. In line with the Fourth 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 July 19, 2019 ( Friday ), 8:00 am to 5:00 pm at Zamboangita Central School.

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

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

Rosie R. Salupado  
Gladys J. Dublas

Kit: Manuel D. Dinlayan  
Paterno T. Padua, Jr.  
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



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**SECOND SCHOOL HEADS MEETING MATRIX**

<b>Time</b>	<b>Activity</b>	<b>Point Person</b>
7:00-8:00	Registration	Secretariat
8:00-8:30	Opening Program 1. National Anthem 2. Prayer	<b>WOODROW WILSON B. MERIDA</b> SEPS-II,HRD
8:30-10:00	Post Conference Region	<b>DR. SUSAN S. OLANA</b> DAPSSHI President <b>NARITA T. PADUA</b> PESPA President
10:00-11:00		
11:00-11:30	Reading and approval of the minutes of the previous meeting.	<b>SUNNY RAY F. AMIT</b> Assistant Schools Division Superintendent
11:30-12:00	New business arising from the minutes of the previous meeting.	
12:00-1:00	<b>LUNCH BREAK</b>	
1:00-4:45	Business Proper  • OSDS  • SGOD  • CID	<b>REBONFAMIL R. BAGUIO</b> Schools Division Superintendent  <b>LORENZO O. CAPACIO,Ed.D</b> SGOD, Chief  <b>RALPH T. QUIROG</b> CID, Chief
4:45-5:00	Adjournment/Prayer	<b>REBONFAMIL R. BAGUIO</b> Schools Division Superintendent