

2023-78751



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM-2023-08-303  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
AUG 07 2023 Time: 3:31  
By: *[Signature]*

**DIVISION MEMORANDUM**

NO. 303, S.2023

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

From: *[Signature]* **CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

Date: August 7, 2023

Subject: **SPECIAL CONFERENCE OF SCHOOL HEADS**

1. In line with the preparation of the upcoming opening of classes and the calendar of activities for School Year 2023-2024, this Office hereby informs the field on the conduct of a **Special Conference of School Heads on August 8, 2023 ( Tuesday ) 8:00 am to 12:00 noon** at LPT Hall, Bukidnon National High School, Malaybalay City, Bukidnon.

2. The participants to this meeting are:

- a. Assistant Schools Division Superintendent
- b. Chief Education Supervisors, CID and SGOD
- c. Education Program Supervisors
- d. Public Schools District Supervisors
- e. Senior Education Program Specialists,
- f. Education Program Specialists
- g. Division Engineer
- h. Public Elementary and Secondary School Heads/Teacher-In-Charge/School In-Charge and
- i. Unit Heads



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3. All school heads are required to wear their Tuesday DepEd uniform and shall report to the venue before 8 o'clock in the morning. Snacks shall be served excluding lunch during the conduct of the activity.

4. The following ad hoc committee shall take charge with the preparation and documentation of the said meeting.

**Secretariat:**

Marsifith M. Mamawag  
Gladys J. Dublas  
Karl C. Pagaran- Program Master  
Lucilyn M. Cahucom

**Hall Preparation:**

Edelina M. Eborá

**Technical:**

Rex C. Dacanay  
Rio G. Arbutante

5. Should there be queries contact *Woodrow Wilson B. Merida*, Senior Education Program Specialist, Human Resource Development at 09664752094.

Copy furnished:  
Records Unit  
HRD



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