



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
SCHOOLS DIVISION OF CAPIZ

13 JUL 2024

**DIVISION MEMORANDUM**

No. 397, s. 2024

**CHANGE IN DIVISION MEMORANDUM NO. 003, s. 2024 TITLED FOURTH, FIFTH, SIXTH, SEVENTH, EIGHTH, AND NINTH DIVISION CONVERGENCE OF EDUCATION LEADERS (DCEL) FOR ELEMENTARY, SECONDARY, AND INTEGRATED SCHOOL HEADS FOR SY 2023-2024**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC, Office of the Chief Education Supervisor, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
Assistant Principals II  
All Others Concerned

1. In line with Division Memorandum No. 003, s. 2024 titled "FOURTH, FIFTH, SIXTH, SEVENTH, EIGHTH, AND NINTH DIVISION CONVERGENCE OF EDUCATION LEADERS (DCEL) FOR ELEMENTARY, SECONDARY, AND INTEGRATED SCHOOL HEADS FOR SY 2023-2024", please be informed that the date of the 9<sup>th</sup> DCEL for 2023-2024, which is now considered as the 1<sup>st</sup> DCEL for SY 2024-2025 will be on **August 1 & 2, 2024**.
2. The school heads of **Integrated Schools** and **Jamindan district** are in-charge of the preliminaries and of the minutes of the DCEL for August 1 and 2, respectively.
3. Other provisions of the aforementioned Memorandum remain in effect.
4. Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: None  
Reference: As stated.  
To be indicated in the Perpetual Index  
Under the following subjects:

MEETINGS

PERSONNEL

ORIENTATION

SCHOOLS



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

January 2, 2024

**DIVISION MEMORANDUM**

No. 003, s. 2024

**FOURTH, FIFTH, SIXTH, SEVENTH, EIGHTH, AND NINTH DIVISION  
CONVERGENCE OF EDUCATION LEADERS (DCEL) FOR ELEMENTARY,  
SECONDARY, AND INTEGRATED SCHOOL HEADS FOR SY 2023-2024**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC, Office of the Chief Education Supervisor, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
Assistant Principals II  
All Others Concerned

1. This Office will conduct the Division Convergence of Education Leaders for All Public Elementary, Secondary, Integrated School Heads and Assistant Principals II deployed to Secondary Schools for SY 2023-2024, at Circulo Convention Center, Pueblo de Panay, Roxas City on the following schedule:

<b>District/School Participants</b>	<b>Date &amp; Time (Indicative dates subject for change)</b>	<b>District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting</b>
✓ Heads of Integrated Schools ✓ Heads of Secondary Schools ✓ Assistant Principals II ✓ Heads of Elementary Schools in the following districts: ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon ✓ Ivisan;	January 18, 2024 (8:00am-5:00pm)	Maayon District
Heads of Elementary Schools in the following districts: ✓ Cuartero; ✓ Dao;	January 19, 2024 (8:00am-5:00pm)	Tapaz West District



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<ul style="list-style-type: none"><li>✓ Dumalag;</li><li>✓ Dumarao;</li><li>✓ Jamindan;</li><li>✓ Mambusao East;</li><li>✓ Mambusao West;</li><li>✓ Sapián;</li><li>✓ Sigma;</li><li>✓ Tapaz East; and</li><li>✓ Tapaz West</li></ul>		
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<b>District/School Participants</b>	<b>Date &amp; Time (Indicative dates subject for change &amp; Time</b>	<b>District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting</b>
<ul style="list-style-type: none"><li>✓ Heads of Integrated Schools</li><li>✓ Heads of Secondary Schools</li><li>✓ Assistant Principals II</li><li>✓ Heads of Elementary Schools in the following districts:<ul style="list-style-type: none"><li>✓ Panay;</li><li>✓ Panitan;</li><li>✓ Pilar;</li><li>✓ Pontevedra;</li><li>✓ President Roxas;</li><li>✓ Maayon</li><li>✓ Ivisan;</li></ul></li></ul>	February 15, 2024 (8:00am-5:00pm)	Ivisan District
<p>Heads of Elementary Schools in the following districts:</p> <ul style="list-style-type: none"><li>✓ Cuartero;</li><li>✓ Dao;</li><li>✓ Dumalag;</li><li>✓ Dumarao;</li><li>✓ Jamindan;</li><li>✓ Mambusao East;</li><li>✓ Mambusao West;</li><li>✓ Sapián;</li><li>✓ Sigma;</li><li>✓ Tapaz East; and</li><li>✓ Tapaz West</li></ul>	February 16, 2024 (8:00am-5:00pm)	Mambusao West District





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<b>District/School Participants</b>	<b>Date &amp; Time (Indicative dates subject for change)</b>	<b>District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting</b>
✓ Heads of Integrated Schools ✓ Heads of Secondary Schools ✓ Assistant Principals II ✓ Heads of Elementary Schools in the following districts: ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon ✓ Ivisan;	March 14, 2024 (8:00am-5:00pm)	Integrated School Heads
Heads of Elementary Schools in the following districts: ✓ Cuartero; ✓ Dao; ✓ Dumalag; ✓ Dumarao; ✓ Jamindan; ✓ Mambusao East; ✓ Mambusao West; ✓ Sapián; ✓ Sigma; ✓ Tapaz East; and ✓ Tapaz West	March 15, 2024 (8:00am-5:00pm)	Cuartero District

<b>District/School Participants</b>	<b>Date &amp; Time (Indicative dates subject for change)</b>	<b>District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting</b>
✓ Heads of Integrated Schools ✓ Heads of Secondary Schools ✓ Assistant Principals II ✓ Heads of Elementary Schools in the following districts:	April 22, 2024 (8:00am-5:00pm)	Secondary School Heads



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<ul style="list-style-type: none"> <li>✓ Panay;</li> <li>✓ Panitan;</li> <li>✓ Pilar;</li> <li>✓ Pontevedra;</li> <li>✓ President Roxas;</li> <li>✓ Maayon</li> <li>✓ Ivisan;</li> </ul>		
Heads of Elementary Schools in the following districts: <ul style="list-style-type: none"> <li>✓ Cuartero;</li> <li>✓ Dao;</li> <li>✓ Dumalag;</li> <li>✓ Dumarao;</li> <li>✓ Jamindan;</li> <li>✓ Mambusao East;</li> <li>✓ Mambusao West;</li> <li>✓ Sapián;</li> <li>✓ Sigma;</li> <li>✓ Tapaz East; and</li> <li>✓ Tapaz West</li> </ul>	April 23, 2024 (8:00am-5:00pm)	Dumarao District

District/School Participants	Date & Time (Indicative dates subject for change)	District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting
<ul style="list-style-type: none"> <li>✓ Heads of Integrated Schools</li> <li>✓ Heads of Secondary Schools</li> <li>✓ Assistant Principals II</li> <li>✓ Heads of Elementary Schools in the following districts:                             <ul style="list-style-type: none"> <li>✓ Panay;</li> <li>✓ Panitan;</li> <li>✓ Pilar;</li> <li>✓ Pontevedra;</li> <li>✓ President Roxas;</li> <li>✓ Maayon</li> <li>✓ Ivisan;</li> </ul> </li> </ul>	May 16, 2024 (8:00am-5:00pm)	Pontevedra District



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Heads of Elementary Schools in the following districts: <ul style="list-style-type: none"><li>✓ Cuartero;</li><li>✓ Dao;</li><li>✓ Dumalag;</li><li>✓ Dumarao;</li><li>✓ Jamindan;</li><li>✓ Mambusao East;</li><li>✓ Mambusao West;</li><li>✓ Sapian;</li><li>✓ Sigma;</li><li>✓ Tapaz East; and</li><li>✓ Tapaz West</li></ul>	May 17, 2024 (8:00am-5:00pm)	Sapian District
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<b>District/School Participants</b>	<b>Date &amp; Time Indicative dates subject for change)</b>	<b>District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting</b>
<ul style="list-style-type: none"><li>✓ Heads of Integrated Schools</li><li>✓ Heads of Secondary Schools</li><li>✓ Assistant Principals II</li><li>✓ Heads of Elementary Schools in the following districts:<ul style="list-style-type: none"><li>✓ Panay;</li><li>✓ Panitan;</li><li>✓ Pilar;</li><li>✓ Pontevedra;</li><li>✓ President Roxas;</li><li>✓ Maayon</li><li>✓ Ivisan;</li></ul></li></ul>	June 13, 2024 (8:00am-5:00pm)	Assistant Principals
Heads of Elementary Schools in the following districts: <ul style="list-style-type: none"><li>✓ Cuartero;</li><li>✓ Dao;</li><li>✓ Dumalag;</li><li>✓ Dumarao;</li><li>✓ Jamindan;</li><li>✓ Mambusao East;</li><li>✓ Mambusao West;</li><li>✓ Sapian;</li><li>✓ Sigma;</li><li>✓ Tapaz East; and</li><li>✓ Tapaz West</li></ul>	June 14, 2024 (8:00am-5:00pm)	Jamindan District





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✓ Tapaz West		
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2. The following are the Division Office personnel who are authorized to attend the meeting:

- 2.1. OIC, Office of the Assistant Schools Division Superintendent
- 2.2. Chief Education Supervisors, CID and SGOD
- 2.3. Education Program Supervisors
- 2.4. Public Schools District Supervisors
- 2.5. Senior Education Program Specialists (Planning & Research, HRD and M & E)
- 2.6. Attorney III (Legal Services)
- 2.7. OIC, Office of the Administrative Officer V (Budget)
- 2.8. EPS II-ALS/OIC, Office of Administrative Officer V
- 2.9. Administrative Officer IV (Personnel)
- 2.10. Administrative Officer IV (Cash)
- 2.11. Administrative Officer IV (Supply)
- 2.12. Administrative Officer IV (Records)
- 2.13. Accountant III
- 2.14. Information Technology Officer I (ICT Services)
- 2.15. Engineer III (Education Facilities)
- 2.16. Div. Medical Officer III
- 2.17. One (1) Dentist II
- 2.18. One (1) Nurse II
- 2.19. Planning Officer III
- 2.20. Education Program Specialist II-HRD
- 2.21. Education Program Specialist II-Soc. Mob & Networking
- 2.22. PDO II-DRRM
- 2.23. Two (2) PDO I-YF

3. Expenses relative to the conduct of this activity shall be charged against the Division HRTD funds subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: None  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

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