



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

January 30, 2025

DIVISION MEMORANDUM

No. 053, s. 2025

**4th DIVISION CONVERGENCE OF EDUCATION LEADERS (DCEL) FOR
ELEMENTARY, SECONDARY, AND INTEGRATED SCHOOL HEADS
FOR SY 2024-2025**

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

1. This Office will conduct the 3rd Division Convergence of Education Leaders for All Public Elementary, Secondary, and Integrated School Heads for SY 2024-2025 on the following schedules:

District/ School Participants	Date & Time	District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting
1. All Integrated Schools 2. All Secondary Schools & Assistant Principals II 3. All Elementary Schools in the following districts: ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon; and ✓ Ivisan	February 18, 2025 (8:00am-5:00pm)	Pilar District
All Elementary Schools in the following districts: ✓ Cuartero		



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<ul style="list-style-type: none">✓ Dao;✓ Dumalag;✓ Dumarao;✓ Jamindan;✓ Mambusao East;✓ Mambusao West;✓ Sapián;✓ Sigma;✓ Tapaz East; and✓ Tapaz West	February 19, 2025 (8:00am-5:00pm)	Sigma District
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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. Administrative Officer V (Budget)
- 2.8. Administrative Officer V (Personnel)
- 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. PDO I-DRRM
- 2.22. Two (2) PDO I-YF
- 2.23. Five (5) TWG Members/Support Staff

3. A registration fee of Six Hundred Fifty Pesos (P650) shall be charged from each participant to cover expenses for one (1) meal (lunch) and two (2) snacks (morning and afternoon) chargeable against School MOOE Funds. Food expenses for the SDO Capiz participants shall be charged against the Division MOOE Funds.



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All expenses are subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. HERMEJO

Schools Division Superintendent 

Encl.: None

Reference: None

To be indicated in the Perpetual Index
Under the following subjects:

MEETINGS

PERSONNEL

ORIENTATION

SCHOOLS