



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

21 MAR 2025

**DIVISION MEMORANDUM**

No. 144, s. 2025

**5<sup>th</sup> 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 5<sup>th</sup> Division Convergence of Education Leaders for All Public Elementary, Secondary, and Integrated School Heads for SY 2024-2025 on the following schedules:

<b>District/ School Participants</b>	<b>Date &amp; Time</b>	<b>District/School In-Charge of the Preliminary activities and to Record the Minutes of the Meeting</b>
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	April 3, 2025 (8:00am-5:00pm)	President Roxas District
All Elementary Schools in the following districts: ✓ Cuartero	April 4, 2025 (8:00am-5:00pm)	Cuartero District



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<ul style="list-style-type: none"><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>		
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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. Education Program Specialist II-SMM&E
- 2.22. PDO I-DRRM
- 2.23. Two (2) PDO I-YF
- 2.24. 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). The registration fee and travel expenses shall be charged against School MOOE Funds. Food expenses for the SDO Capiz participants shall be charged against the Division HRTD Funds. All expenses are subject to the usual accounting and auditing rules and regulations.



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

  
**ROEL F. BERMEJO**  
Schools Division Superintendent



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

MEETINGS

PERSONNEL

ORIENTATION

SCHOOLS