



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

24 MAR 2025

DIVISION MEMORANDUM  
No. 149 s. 2025

**CONVERGENCE OF SECONDARY SCHOOL HEADS**

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Secondary and Integrated Schools  
All Others Concerned

1. This Office, through the Capiz Division Association of Secondary Schools Administrators (CADASSA), will conduct a **Convergence of Secondary School Heads** on April 4, 2025, from 8:30 in the morning to 5:00 in the afternoon at the WAB Building, Capiz National High School.
2. The convergence aims to:
  - a. share observed competencies and address gaps manifested by the teachers based on the 4 major categories of Instructional Supervision, namely: Lesson Preparation, Teaching-Learning Resources, Teaching Delivery, and Learning Assessment;
  - b. craft mechanism to address gaps presented by school heads based on their consolidated report from their Instructional Supervisory Plan; and
  - c. share best practices.
3. Travel expenses relative to the conduct of this activity shall be chargeable against the school MOOE fund subject its availability and to the usual accounting and auditing rules and regulations
4. Immediate dissemination of this Memorandum is desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

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

CONVERGENCE                      SCHOOL LEADERS