



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division  
Superintendent

01 Sept 2024

DIVISION MEMORANDUM  
OSDS No. 144, s. 2024

CONDUCT OF MUNICIPAL WIDE SCHOOL HEADS ADMINISTRATIVE MEETING

To: SDO Personnel  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In line with the implementation of DepEd MATATAG Agenda, through effective teaching deployment strategy and balancing the needs of schools and well-being of teachers, this division through the Office of the Assistant Schools Division Superintendent, shall conduct a municipal wide school heads administrative meeting from **September 4-September 17, 2024**.

2. This activity aims to provide technical assistance to school heads in terms of instructional supervision, various administrative matters, teaching workload, implementation of relevant DepEd issuances, and teacher needs and deployment analysis.

3. The following are the Identified participants of this activity

- 3.1 Administrative Officer V - Administrative Services,
- 3.2 Administrative Officer IV- Division HRMO,
- 3.3 SEPS for Planning and Research,
- 3.4 PSDSs/Principals In-Charge, and
- 3.5 Elementary and Secondary School Heads

4. To ensure harmony in the delivery of inputs to the grassroots and to perform functions as mandated, Conduct of Municipal Wide School Heads Meeting is scheduled on the following date and venues to wit;

No.	Municipality	Date	Venue
1.	Sto. Niño	September 4, 2024	Sto. Niño NHS AVR
2.	Lake Sebu/NED	September 5, 2024	Sunrise View Resort
3.	Banga	September 6, 2024	Lamba Central ES
4.	Tupi	September 9, 2024 AM	Tupi NHS
5.	Polomolok	September 9, 2024 PM	Polomolok CES
6.	Tboli	September 10, 2024	Basag NHS
7.	Norala	September 11, 2024	Koronadal City



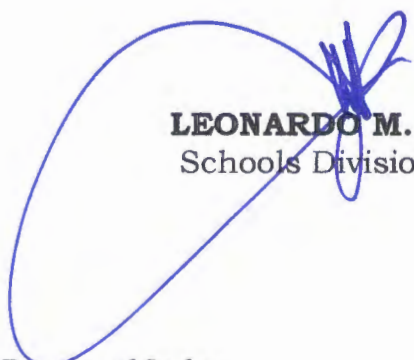
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8.	Tantangan	September 12, 2024	Tantangan CES
9.	Tampakan	September 13, 2024	Tamp. Dist. Office
10.	Surallah	September 17, 2024	Surallah NHS

5. Elementary and Secondary School Heads are enjoined to prepare and bring with them their eSF7, list of retirees, and list of teachers who will be on maternity leave and terminal leave.
6. Travel, food, and other incidental expenses of the participants shall be charged to school MOOE or any other local funds subject to the usual accounting and auditing rules and procedures.
7. For inquiries regarding this memorandum, you may contact the personnel concerned Lorna T. Padua, PSDS at cellphone no. 09959587545 or Arlene L. Albuna, AOIV at cellphone no. 09051991272
8. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: N o n e  
Reference: N o n e  
To be indicated in the Perpetual Index  
under the following subjects:

MEETINGS

ALA/DM- conduct of municipal wide school heads administrative meeting  
0000/ September 1, 2024