



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

April 8, 2024

DIVISION MEMORANDUM

No. 240 s. 2024

**DIVISION CONFERENCE FOR THE SECONDARY SCHOOL
PRINCIPALS/HEADS**

To: SGOD and CID Chiefs
Public Schools District Supervisors/Districts In-charge
All Secondary School Heads
Division TWG

1. For the smooth implementation of various Programs, Projects, Activities (PPAs) and schools' operations, this Office hereby informs the field on the Division Conference for the Secondary School Principals/Heads on April 12, 2024 at 10:00 a.m. onwards at Balingasag Central School, Balingasag Central District.
2. Agenda of the said confab underscore the following:
 - a. Installation of School Principals/Heads
 - b. Joint Delivery Voucher Program (JDVP)
 - c. Result of Phil-IRI
 - d. Management of School Canteen
 - e. Conduct of MORESGAA
 - f. Graduation/Completion, Recognition, Moving-Up Ceremonies
 - g. Other concerns
3. The participants' travel, meals, and other expenses shall be charged to School MOOE subject to the usual accounting and auditing, policies, rules, and regulations.
4. Wide dissemination and compliance of this Memorandum is desired.

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:


MARY ANN M. ALLERA

Assistant Schools Division Superintendent
OIC Office of the Schools Division Superintendent

ELO/MMA/sgod/mma-jdl



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
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Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Control No.

192

AUTHORITY FOR OFFICIAL TRAVEL

Name/s:	1. Maria Teresa M. Absin 2. Celieto B. Magsayo 3. CID Personnel 4. SGOD Personnel 5. Section Heads	6. District Supervisors 7. Secondary School Heads
Position/Designation:	School Heads	
Permanent Station:	DepEd Misamis Oriental SDO	
Purpose of Travel: <i>(must be supported by attachments)</i>	To attend the Division Conference for the Secondary School Heads	
Host of Activity:	DepEd Misamis Oriental	
Inclusive Dates: <i>(Inclusive of Travel Time)</i>	April 12, 2024, 10:00am	
Destination:	Balingasag Central School	
Fund Source:	Division MOOE for DO Personnel, School MOOE for field personnel	
PREPARED BY		
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>		
 IRISH KARYLLE D. MONTE SEPS- HRD		April 11, 2024
<hr/> <i>Name and Signature of Requesting Employee</i>		<hr/> <i>Date</i>
RECOMMENDING APPROVAL		
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i>		
MARY ANN M. ALLERA Assistant Schools Division Superintendent		
<hr/> <i>Name and Signature of Recommending Authority</i>		<hr/> <i>Date</i>
APPROVED		
<i>For the Schools Division Superintendent</i>		
 MARY ANN M. ALLERA ASDS/ OIC Office of the Schools Division Superintendent		
<hr/> <i>Name and Signature of Approving Authority</i>		<hr/> <i>Date</i>



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Department of Education
REGION X - NORTHERN MINDANAO

SCHOOLS DIVISION OF MISAMIS ORIENTAL

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Position/Designation:	School Heads
Permanent Station:	DepEd Misamis Oriental SDO
Purpose of Travel: <i>(must be supported by attachments)</i>	To attend the Division Conference for the Secondary School Heads
Host of Activity:	DepEd Misamis Oriental
Inclusive Dates: <i>(Inclusive of Travel Time)</i>	April 12, 2024, 10:00am
Destination:	Balingasag Central School
Fund Source:	Division MOOE for DO Personnel, School MOOE for field personnel

PREPARED BY

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.


IRISH KARYLLE D. MONTE
SEPS- HRD

April 11, 2024

Name and Signature of Requesting Employee

Date

RECOMMENDING APPROVAL

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

MARY ANN M. ALLERA

Assistant Schools Division Superintendent

Name and Signature of Recommending Authority

Date

APPROVED

For the Schools Division Superintendent


MARY ANN M. ALLERA

ASDS/ OIC Office of the Schools Division Superintendent

Name and Signature of Approving Authority

Date



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

SCHOOLS DIVISION OF MISAMIS ORIENTAL

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Position/Designation:	School Heads
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Purpose of Travel: <i>(must be supported by attachments)</i>	To attend the Division Conference for the Secondary School Heads
Host of Activity:	DepEd Misamis Oriental
Inclusive Dates: <i>(Inclusive of Travel Time)</i>	April 12, 2024, 10:00am
Destination:	Balingasag Central School
Fund Source:	Division MOOE for DO Personnel, School MOOE for field personnel

PREPARED BY

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.


IRISH KARYLLE D. MONTE
SEPS- HRD

April 11, 2024

Name and Signature of Requesting Employee

Date

RECOMMENDING APPROVAL

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

MARY ANN M. ALLERA
Assistant Schools Division Superintendent
Name and Signature of Recommending Authority

Date

APPROVED

For the Schools Division Superintendent


MARY ANN M. ALLERA
ASDS/ OIC Office of the Schools Division Superintendent

Name and Signature of Approving Authority

Date



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

April 9, 2024

DIVISION MEMORANDUM

No. 249 s. 2024

**CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 240,
S. 2024, RE: DIVISION CONFERENCE FOR THE SECONDARY SCHOOL
PRINCIPALS/HEADS**

To: SGOD and CID Chiefs
Public Schools District Supervisors/Districts In-charge
All Secondary School Heads
Division Section Heads

1. In reference to Division Memorandum No. 240, s. 2024 coined as Division Conference for the Secondary School Principals/Heads, this Office hereby amends and adds some provisions of this Memorandum. To wit:

a. The participants to this activity are the ASDS, SGOD and CID Chiefs, Division Section Heads, Public Schools District Supervisors, Public Schools Districts In-charge, Secondary School Principals/Heads including School Heads from Stand Alone and Integrated Schools.

b. School Principals/Heads' travel expenses shall be charged to School MOOE. PSDSs and PSDICs travel expenses shall be charged to Division Funds. Lunch and PM snacks shall be charged to Division Funds. All expenses incurred for this event are subject to the usual accounting and auditing, policies, rules, and regulations.

2. Wide dissemination and compliance of this Memorandum is desired.

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:


MARY ANN M. ALLERA
Assistant Schools Division Superintendent
OIC Office of the Schools Division Superintendent

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