

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
TANGGAPANG PANSANGAY NG CATANDUANES

22 Jan 2025


**DIVISION MEMORANDUM**  
No. 054, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 024, S. 2025 (MEETING WITH SCHOOL HEADS AND PUBLIC SCHOOLS DISTRICT SUPERVISORS/ IN- CHARGE OF THE DISTRICTS)**

TO: OIC - Assistant Schools Division Superintendent  
Chief Education Supervisor - CID & SGOD  
SEPS - Planning and Research  
Planning Officer III  
Administrative Officer IV (Personnel)  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In relation to the attendance of the school heads and Public Schools District Supervisors in the meeting conducted last January 20, 2025, from 8:00 AM to 12:00 PM, at the Catanduanes National High School Gymnasium, this Office informs all concerned that the travel and incidental expenses of the participants are chargeable against their respective MOOE funds in accordance with the usual accounting and auditing rules and regulations.
2. For information and guidance.

By Authority of the OIC - Schools Division Superintendent

  
**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III  
Officer-In-Charge



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**TANGGAPANG PANSANGAY NG CATANDUANES**

January 16, 2025

**DIVISION MEMORANDUM**

No. 024, s. 2025

**MEETING WITH SCHOOL HEADS AND PUBLIC SCHOOLS DISTRICT SUPERVISORS/ IN-CHARGE OF THE DISTRICTS**

TO : OIC - Assistant Schools Division Superintendent  
Chief Education Supervisor - CID  
SEPS - Planning and Research  
Planning Officer III  
Administrative Officer IV (Personnel)  
Public Schools District Supervisors/ In-Charge of the Districts  
Public Elementary and Secondary School Heads  
All Others Concerned

1. To present the results and findings of the 2024 Profiling of Human Resources in the Schools and Districts in DepEd-Catanduanes - Part 1 per Division Memorandum No. 421, s. 2024, and to discuss matters about transfer of school heads per DECS Order No. 7, s. 1999, this Office will conduct a meeting to be attended by all school heads and PSDS/ In-Charge of the Districts on January 20, 2025 from 8:00 AM to 12: 00 PM at Catanduanes National High School Gymnasium.
2. School heads shall bring their assignment orders as school head, for reference and validation purposes.
3. The meeting will also include discussion on the provisions of the Memorandum of Agreement between the Integrated Bar of the Philippines (IBP) and Department of Education (DepEd) on free legal consultation and advice and free notarization to public school teachers and non-teaching personnel and will conduct School Heads' OPCRIF Commitment Planning for SY 2024 - 2025 and mid-school year monitoring and evaluation.
4. Attached is the program of activities for reference of the participants.
4. For information, guidance, and compliance.

**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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Enclosure 1 to Division Memorandum No. 024, s. 2025

**Program of Activities**

Time	Activities	In-Charge
8:00 – 8:15	Preliminaries	
	<ul style="list-style-type: none"><li>Philippine National Anthem</li><li>Prayer</li><li>Bagong Pilipinas Hymn</li><li>SDO-Catanduanes Hymn</li><li>DepEd Quality Policy Statement</li></ul>	
8:15 – 8:45	Opening Remarks and Statement of Purpose	<b>Cecile C. Ferro</b> ASDS Officer-in-Charge Office of the SDS
8:45 – 8:55	Discussion on the Memorandum of Agreement between the Integrated Bar of the Philippines (IBP) and Department of Education (DepEd) on free legal consultation and advice and free notarization to public school teachers and non-teaching personnel	<b>Atty. Allan S. Zuniega</b> President IBP - Catanduanes Chapter
8:55 – 9:10	Discussion of DECS Order No. 7, s. 1999	<b>Delfin A. Bondad</b> PSDS Officer -in-Charge Office of the ASDS
9:10 – 9:30	Presentation of the Results and Findings of the 2024 Profiling of Human Resources in the Schools and Districts in DepEd-Catanduanes – Part 1	<b>Floren P. Clavo</b> SEPS-PRS
9:30 – 11:00	Open Forum	
11:00 – 11:30	School Heads' OPCR Commitment Planning for SY 2024 – 2025 and Mid-School Year Monitoring and Evaluation	<b>Delfin A. Bondad</b> PSDS Officer-in-Charge Office of the ASDS
11:30 – 11:45	Synthesis of the Agreements and Ways Forward	<b>Key C. Bonayon</b> Planning Officer III
11:45 – 12:00	Closing Remarks	<b>Romel G. Petajen</b> CES – CID

**Master of Ceremonies**

**Floren P. Clavo**  
SEPS-PRS



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