



DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBOANGA DEL NORTE  
DIPOLONG CITY

**RELEASED**

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Capitol Drive, Estaka, Dipolog City

18 APR 2017

**DIVISION MEMORANDUM**

No. 126 s. 2017

To : Administrative Officer V  
Accountant and Concerned Administrative Assistant III  
HRDU and HRM Personnel  
Secondary and Elementary School Principals/School Heads  
Secondary and Elementary School Teachers

From : **NATIVIDAD P. BAYUBAY, CESO VI**  
Officer In-Charge  
Office of the Schools Division Superintendent

Subject : **2017 DIVISION TEACHERS AND SCHOOL HEADS/ PRINCIPALS  
YEAR- END CONSULTATIVE CONFERENCE**

Date : April 10, 2017

The Department of Education, Division of Zamboanga del Norte, acknowledges the invaluable role of the Teachers and School Heads/Principals of its Division. Hence, a program that shall unify their goals/objectives and address their multifarious concerns in the Areas where they are assigned has become a necessity which when accomplished shall redound to the benefit of the stakeholders, in particular, the pupils.

Moreover, prevailing issues regarding Teachers' benefits and privileges shall be uncovered.

The output of the program shall be the resolution of the concerns of the Teachers and School Heads/Principals. Hence, for the fulfillment of the Conference, the following shall be performed:

1. The HRDU shall discuss in part about the School Based Management; RPMS (DO 2, s. 2015);
2. The Accountant/ Finance personnel shall discuss about salary claims and other benefits enjoyed by the Teachers;
3. The Administrative Officer V/ HRM Personnel shall discuss in part about Integration; NOSI; NOSA; Loyalty Award; PEI; PBB; Administrative Policies;
4. The Principals/School Heads – shall inform and gather their teachers for this activity;
5. Travel and other incidental expenses incurred by the participants during the activity shall be chargeable against SCHOOL MOOE/Local Funds subject to the usual accounting and auditing rules and procedures;
6. Participants are entitled to a One-day Service Credit/Leave Credit;
7. Attached is the Program and Schedule of the Activities;
8. Widest dissemination of this memorandum is desired.



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**2017 DIVISION TEACHERS AND SCHOOL HEADS/ PRINCIPALS  
YEAR- END CONSULTATIVE CONFERENCE**

(Suggested Flow of Program)

- I. Registration**
- II. National Anthem**
- III. Prayer**
- IV. Words of Welcome**
- V. Opening Remarks**
- VI. Lecture Proper**
  - a. Financial Matters (MOOE, Subsidiary Ledgers, Salary Claims)
  - b. Human Resource Management Matters (Integration, Benefits)
  - c. Human Resource Development Matters
  - d. Others

- VII. Teachers' and School Heads'  
Issues and Concerns/ Open Discussion**
- VIII. Closing Remarks**

**Natividad P. Bayubay, CESO VI**  
*Schools Division Superintendent*

**SCHEDULE**

Date and Time	Districts	Host District
April 17, 2017; 2:30PM	North and South Siayan	North Siayan District
April 18, 2017; 8:00AM	Rizal, La Libertad, Sibutad, Pinan, Mutia	Piñan District
April 18, 2017; 1:00PM	Polanco I & II; Sergio Osmena I & II	Polanco I District
April 19, 2017; 8:00AM	Katipunan I & II; Roxas I & II	Katipunan I District
April 19, 2017; 1:00PM	Ponot & Manukan I and II	Manukan I District
April 20, 2017; 8:00AM	North, Central and South Sindangan	Central Sindangan District
April 20, 2017; 1:00PM	Bacungan, Salug I and II; Godod	Bacungan District
April 21, 2017; 8:00AM	Tampilisan and Kalawit	Tampilisan District
April 21, 2017; 1:00PM	Labason; Gutalac I and II	Labason District
April 22, 2017; 8:00AM	Siocon, Sirawai and Baliguian	Siocon District
April 22, 2017; 1:00PM	Liloy I and II; Sibuco East and West	Liloy I District