



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City 7100

DepED
Tayo
PARA SA
EDUKASYON

COMMUNICATION
DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City 7100

DIVISION MEMORANDUM

NO. 165, s. 2017

TO : **Public Schools District Supervisors
All School Heads/Principals/OICs/TICs
Div. Social Mobilization and Networking
Div. Monitoring and Evaluation
Div. Engr.
Div. Accountant
Div. AO V on Personnel
Div. HRD
This Division**

RELEASED

BY: _____
NAME/SIGNATURE

22 MAY 2017
DATE: _____

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

SUBJECT : **One-Day Live-In Opening of School Year Conference for School Heads Empowerment**

DATE : May 22, 2017

The Schools Division of Zamboanga del Norte puts emphasis on the value of competent School Heads. Hence, an opening of the School Year Empowerment Conference is duly allotted for them to tackle the following pressing concerns:

- 1.) RA 9155 (with emphasis on the no collection policy);
- 2.) RA 6713 (the Code of Conduct and Ethical Standards for Public Employees);
- 3.) RA 9184 (The revised-IRR of the Procurement Code);
- 4.) The salient features of the School Based Management (SBM);
- 5.) Procedure and processes in titling of School Sites;
- 6.) Familiarization of HR duties;
- 7.) Liquidation procedure and processes;
- 8.) The role and duties of School AO's and Bookkeepers.

The conference will start at 8am and end at 10pm. It will be held at Mibang Hotel, Dipolog City with the following schedule:

- June 1, 2017 – 1st Congressional District School Heads;
- June 2, 2017 – 2nd Congressional District School Heads;
- June 3, 2017 – 3rd Congressional District School Heads;
- June 4, 2017 – Secondary School Heads.

Moreover, a Compensatory Time Off is allocated for those schedules that fall on a Saturday and/or Sunday.

For widest dissemination and strict compliance.