



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

DEPARTMENT OF EDUCATION
 DIVISION OF ZAMBOANGA DEL NORTE
 DIPOLONG CITY 7100

RELEASED

15 AUG 2017

DIVISION MEMORANDUM

NO. 299, s. 2017

BY: _____ DATE: _____
 NAME / SIGNATURE

TO : **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Division Accountant
Administrative Officer V
Administrative Officer IV- Personnel and Records Section
Identified Public Elementary and Secondary School Heads
Concerned Personnel
 This Division

FROM : **PEDRO MELCHOR M. NATIVIDAD, CSEE**
 Officer In-Charge
 Office of the Schools Division Superintendent

SUBJECT : **TWO- DAY LIVE-IN CAPACITY- BUILDING ON ADMINISTRATION AND SUPERVISION FOR SCHOOL HEADS AND PUBLIC SCHOOLS DISTRICT SUPERVISORS**

DATE : August 15, 2017

The Schools Division of Zamboanga del Norte announces the conduct of the Two- Day Live- In Capacity- Building on Administration and Supervision for School Heads and Public Schools District Supervisors on September 6- 7, 2017 at Mibang Hotel, Dipolog City.

The objectives of the activity are the following:

1. To be reoriented on instructional supervision, assessment and business correspondence; and
2. To be clarified with their roles and limitations in the administrative and fiscal matters delegated in their respective districts.

Expected participants are Public Schools District Supervisors and Principal-In- Charge of the district. Moreover, PSDSs' and PICDs shall identify one (1) elementary and one (1) secondary school head as focal persons in the district to attend to the same activity. Check- in date to the venue will be on September 6, 2017.

Expenses incurred during the activity which includes food and accommodation, training supplies and materials shall be chargeable against Division Local Funds. Travel and other incidental expenses of the participants shall be charged to Division (PSDS)/ School MOOE (School Heads) subject to the usual accounting and auditing rules and regulations.

Widest dissemination of this memorandum is desired.