



Republic of the Philippines  
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

October 29, 2024

Division Memorandum  
No. 121 S. 2024

**GUIDELINES FOR QUARTERLY DISTRICT CONFERENCES**

To: Assistant Schools Division Superintendents

Chief Education Program Supervisors

Education Program Supervisors

Public Schools District Supervisors

All concerned personnel

This Division

1. In accordance with Republic Act No. 9155 (Governance of Basic Education Act of 2001), Public Schools District Supervisors (PSDSs) are tasked with providing professional guidance and support to school heads and teachers, overseeing curriculum implementation, and fulfilling other responsibilities as assigned by the appropriate authorities.

2. To effectively facilitate the performance of these functions, this Office authorizes the holding of quarterly district conferences. These conferences shall be held on Fridays and shall involve all school heads, teachers, and non-teaching personnel within the district. Prior approval for any necessary schedule adjustments must be obtained.

3. The primary focus of these conferences will be on addressing critical areas, including:

- Academic issues - identify and resolve challenges related to student learning and academic performance.
- Personnel Learning and Development (L&D) - enhance the professional skills and knowledge of school heads, teachers and non-teaching.
- Administrative challenges - address operational and logistical issues within the district.

4. All district conferences must adhere to the government's austerity measures in compliance with the provisions of the Commission on Audit (COA) Circular No. 2012-003 to prevent irregular, unnecessary, excessive, extravagant, and unconscionable expenditures.

5. District Cluster Heads are authorized to approve the action plans submitted by PSDSs within their respective clusters. The Chief Education Supervisor of the Curriculum Implementation Division will then approve the action plans of the district cluster heads. No district conference shall be held without a pre-approved action plan.

6. To ensure alignment with DepEd Order No. 32, Series of 2011 (Transfer and application of training and development gains, quality assurance, and monitoring and evaluation of Division T&D Activities), and DepEd Order No. 35, Series of 2016 (Conduct of Learning Action Cells), a suggested template for district action plans is provided thru this link: [depedzn.net/link/DistrictLACTemp](http://depedzn.net/link/DistrictLACTemp).

7. For immediate and wide dissemination to all concerned parties.

**ROY C. TUBALTA, EMD, JD, CESO V**  
Schools Division Superintendent

Encl: Aps stated  
OASDS/ pjb/ DM/ 10182024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)  
Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo - Schools Division of Zamboanga del Norte

RECORDS SECTION  
DepEd, Division of Zambo. Norte  
No. 3  
Date: 30 OCT 2024  
RELEASED