



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM No. 292, s. 2023

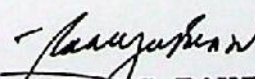
To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Administrative Officer V
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
Public Elementary & Secondary School Heads/Assistant Principals
Head Teachers/Department Heads
All Others Concerned

From: Office of the Schools Division Superintendent

Subject: **DIVISION FIELD STAFF MEETING**

Date: August 17, 2023

1. The SDO will be holding a Division Field Staff Meeting on August 25, 2023, 8:30 A.M. at Division Training Center (DTC).
2. Agenda of the meeting include the following:
 - a. SDO Updates (10-minute presentation)
 - OSDS
 - CID
 - SGOD
 - b. SDO Dagupan City 75th Diamond Anniversary Celebration (c/o Event Chair-CID Chief)
 - c. Result of Carpet Supervision
 - d. School Opening preparation
 - e. Other matters
3. Below are the identified participants from the school level. **NO PROXY** allowed. Attendance is a must.
 - Public Elementary & Secondary School Heads
 - Assistant Principals
 - Head Teachers
 - Department Heads
4. School Heads are hereby advised to bring their SY 2023-2024 School Form 7, Teacher's & Class Program.
5. For information, guidance, and compliance of all concerned.


ROWENA C. BANZON, CESO V
Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



Management System
ISO 9001:2015





Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

Indicative Program of Activities	
<i>Activities</i>	<i>In-charge</i>
I. Preliminaries of Activities	IT
II. Roll Call and Call to Order	ASDS
III. Presentation	
Budget & Finance	OSDS
Teaching & Non-Teaching Deployment	Finance & Budget
Training per Learning Area Updates	HRMU
National Learning Camp (NCL) updates	CID
EOSY Program	
75 th Diamond Anniversary Celebration	
School Opening preparation	SGOD
School Safety/Facilities	
School Canteen Operations	
Breakout Session	
Checking/reviewing of School Form 7, Teacher's & Class Program by district with School Heads/Asst. Principals/Head Teachers/Department Heads	PSDS/EPS
IV. Superintendent's Hour	SDS
Documenter	Lemuel Dino Visperas
Secretariat	Haydee C. Maiquez Gilliane S. Casaclang



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



Management
System
ISO 9001:2015
www.tuv.com
ID: 9 12603255

