



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – City of Tagbilaran

**Office of the Schools
Division Superintendent**

DIVISION MEMORANDUM

No. **242**, s. 2023

June 20, 2023

**CAPACITY BUILDING OF SCHOOL HEADS TOWARD SCHOOL AND PEOPLE
EFFECTIVENESS**

To: Public Elementary & Secondary School Principals,
Assistant Principals and Head Teachers
All Others Concerned

1. In line with the commitment of the Department of Education to support school heads so they can better perform their roles in schools, including the improvement of teacher quality, this office announces the conduct of **Capacity Building of School Heads Toward School and People Effectiveness** on July 14, 2023, at South Palms, Panglao, Bohol.
2. This activity aims to a.) enhance organizational support network, leadership, and school management and operations, b.) foster collaboration and teamwork among school heads in decision-making processes, and c. strengthen positive relationships between teaching and non-teaching personnel.
3. The participants in this activity are elementary and secondary school principals, assistant principals, and head teachers.
4. A registration fee of Two Thousand Pesos (Php 2, 000. 00) will be collected from each participant to cover meals, snacks, and other incidental expenses relative to the conduct of the activity and shall be charged against School MOOE and Local Funds subject to the usual accounting and auditing rules and regulations. Payments can be made in cash or cheque to the DepEd Division of Tagbilaran City. Participants are encouraged to pay the registration fee before the conduct of the orientation.
5. Immediate dissemination of and compliance with this Memorandum are directed.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

WDB/EQA/SGOD/ES-HS/egg



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