



Republic of the Philippines  
Department of Education  
REGION VI – Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

February 4, 2025

DIVISION MEMORANDUM  
NO. 084, S. 2025

**COORDINATION MEETING ON THE SCHOOL-BASED ROLL OUT OF  
DCP ADOPTION PROGRAM**

To: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID & SGOD  
Public Schools District Supervisors  
Public Schools Head, Elementary & Secondary  
All Others Concerned

1. The Department of Education-Division of Sagay City, through the Information and Communication Technology Unit, will hold a **Coordination Meeting on the School-Based Roll Out of DCP Adoption Program** to all Public Schools District Supervisors, trained teachers and ALS teachers, Education Program Supervisor in ALS and facilitators/trainers on **February 12, 2025, 3:00PM** at **Division Conference Room**.
2. DCP Adoption Program trained teachers shall group themselves per district including the ALS teacher assigned per district to present and discuss their Roll-out Action Plan.
3. The transportation expenses for this activity shall be chargeable to the school MOOE and ALS Fund, subject to the usual accounting and auditing rules and regulations. This memorandum also serves as a Travel Authority for all participants.
5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
8. Immediate dissemination and guidance of this Memorandum is desired.

**DANNIE CLARK M. UGUIL, CESE**  
Schools Division Superintendent



Enclosure : 4  
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To be indicated in the **Perpetual Index** under the following subjects:

DCP      M365      TRAINING OF TRAINERS      DCP ADOPTION PROGRAM      PRC-CPD ACCREDITED TRAINING