



Republic of the Philippines
Department of education
REGION VI- WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

Feb 12 2025

DIVISION MEMORANDUM
No. 107 . s. 2025

**ENHANCING SCHOOL LEADERS' COLLABORATION AND ENGAGEMENT CUM
DIVISION CONFERENCE OF EDUCATION LEADERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors- CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. SDO Sagay City through the Human Resource Development Section (HRD) will conduct a Professional Development Program on Enhancing School Leaders' Collaboration and Engagement cum Division Conference of Education Leaders on February 25, 2025, 8:00- 5:00 at Balay Kauwagan, Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental.
2. This activity aims to:
 - a. identifies and share a recent leadership challenge or success related to teacher engagement or school collaboration;
 - b. engages in small group discussions to brainstorm strategies for enhancing teacher engagement, student outcomes, and parental involvement;
 - c. aligns all activities of the division pertaining to teaching, learning and administrative functions and;
 - d. applies knowledge gained in their day-to-day operations in the office.
3. The participants to this activity are the Chiefs (CID & SGOD), EPS (CID & SGOD), PSDSs, EPSA, AOV, Budget Officer, Accountant, Division ITO, Legal Officer III and Unit Heads of the three divisions (OSDS, CID, SGOD), School Heads and TICs.
4. Participants are encouraged to wear smart casual attire.
5. The Curriculum Implementation Division OIC-Chief, Elizabeth B. Romo, along with the support of all the EPS and PSDSs, is designated to facilitate the DCEL and shall be the overall Committee Chairperson to carry out the following tasks, to wit;
 - a. plan part of the program flow with slide presentation;
 - b. facilitates the venue preparation a day before the conduct of the activity;
 - c. coordinate with EXECOM for the presentation and special number that the activity may require;
 - c. assign recorders to take the minutes of the meeting and attendance of participants;
 - d. submits the minutes of the meeting a week after the DCEL;
 - e. shall meet with the HRD Unit a day before the meeting, to check of any missed important concerns.



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6. Travel and incidental expenses incurred by the participants shall be charged to school MOOE, while expenses for meals and for the management of this activity are chargeable to HRTD Funds subject to the usual accounting and auditing rules and regulations.
7. 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/personal circumstances that run counter to the principles of equal opportunity.
8. Immediate, wide dissemination and compliance of this memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
OIC- Schools Division Superintendent



Enclosure : As stated
Reference :
Allotment : N/A
No. of Pages :
To be indicate in the **Perpetual Index** under the following subjects:
PROFESSIONAL DEVELOPMENT