



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

MAY 20 2025

DIVISION MEMORANDUM

No. 311. s. 2025

**ADVANCING TEAMWORK AND STRENGTHENING COLLABORATIVE LEADERSHIP
AMONG SCHOOL LEADERS CUM DIVISION CONVERGENCE OF EDUCATION
LEADERS (DCEL)**

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. The Schools Division of Sagay City through the Human Resource Development Section (HRD) will conduct a Professional Development Program on **"Advancing Teamwork and Strengthening Collaborative Leadership among School Leaders cum DCEL"** on **June 2, 2025, 8:00- 5:00** at the **State University of Northern Negros (SUNN) Hotel, 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; and
 - c. aligns all activities of the division pertaining to teaching, learning and administrative functions.
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. Participants are encouraged to wear smart casual attire.
4. The Schools Governance and Operations Division Chief, Ma. Theresa Q. Bingcang, along with the support of all the SGOD Personnel, 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;
5. Travel and incidental expenses incurred by the participants shall be charged to school MOOE, whiles 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.
6. 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.
7. Immediate, wide dissemination and compliance of this Memorandum is desired.

DANNIE CLARK M. UGUIL

OIC- Schools Division Superintendent



Enclosure : N/A
Reference :
Allotment : N/A
No. of Pages :
FN: HRD/SGOD