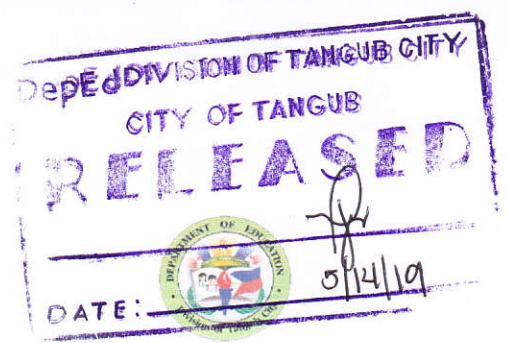




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Anecito Siete Street, Mantic, Tangub City



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May 14, 2019

DIVISION MEMORANDUM

NO. 118 s.2019

SCHEDULE OF THE START OF THE YEAR CONFERENCE

**To: Office of the Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Supervisors
District Coordinating Principals
Principals/Head Teachers/Teacher In-Charge
Elementary and Secondary Schools
This Division**

1. This Office shall conduct a Start of the Year Conference by District and Secondary Schools, as follows:

- | | | |
|---------------|---|--|
| June 13, 2019 | - | Central District
North District |
| June 14, 2019 | - | Tangub City National High School
Unified High Schools |
| June 17, 2019 | - | South District
Southwest District |

2. Every district/secondary school shall arrange for the venue of this conference .

3. Attached are the clustered Matrix of Activities and Topics for Discussion during the District Meeting/School Meeting for reference and guidance.

4. There shall be a pre-work activity of the persons responsible for the topics on May 28, 2019 at 8:00 O'clock in the morning at the Division Office Conference Room.

5. Immediate and wide dissemination of this Memorandum to all concerned is expected.

JEAN G. VELOSO
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent

MATRIX OF ACTIVITIES – Start of the Year Conference (A)

Time	Activity	Focal Persons
7:00 – 7:30	Registration	Coordinating Principal
7:30 – 8:00	Opening Program	Coordinating Principal
8:00 – 12:00	District Meeting	Assigned Speakers by District
12:00 – 1:00	Lunch Break	
1:00 – 5:00	Installation of New DICs and School Heads	Ms Efleda Enerio Ms. Relita Decena Ms Puriza Neri Mr Porferio Mosequera
	Meet the Staff and Open Forum	Mr Rene Boy Roxas Mr Mario Arsenal Mr Danilo Omega Ms Gina Mandawe
	PESPA, DAPSSHI and TACIDETERA matters	Mr Sheldon Honculada Ms Myrna Barbon Ms. Lorna Penonal

MATRIX OF ACTIVITIES – Start of the Year Conference (B)

Time	Activity	Focal Persons/ Discussants
7:00 – 7:30	Registration	Coordinating Principal
7:30 – 8:00	Opening Program	Coordinating Principal
8:00 – 12:00	Installation of New DICs and School Heads	Ms Efleda Enerio Ms. Relita Decena Ms Puriza Neri Mr Porferio Mosequera
	Meet the Staff and Open Forum	Mr Rene Boy Roxas Mr Mario Arsenal Mr Danilo Omega Ms Gina Mandawe
	PESPA, DAPSSHI and TACIDETERA matters	Mr Sheldon Honculada Ms Myrna Barbon Ms. Lorna Penonal
12:00 – 1:00	Lunch Break	
1:00 – 5:00	District Meeting	Assigned Speakers

Topics for discussion during the District Meeting

- 1. Code of Conduct and Ethical Standards (15 min, ASDS Rose)**
- 2. Daily Lesson Log/ Daily Lesson Plan (15 min, Chief Amie)**
- 3. Beautiful School (10 min, Chief Myrna)**
- 4. Punctuality, Attendance and Use of Biometric (10 min, EPS Romel)**
- 5. Anti-Bullying and Anti-Child Abuse Policies (15 min, EPS Virgie)**
- 6. Positive Discipline (10 min, EPS Roger)**
- 7. Financial Literacy and Management (10 min, AO Bebe)**
- 8. Teachers' Benefits (15 min, HRMO Delma)**
- 9. Basic Education Information System (15 min, Dorothy)**
- 10. ICT/ Supplies, Materials and Equipment Inventory (15 min, Alden, Ronnie)**
- 11. Transparency in Managing School Financial Resources (15 min, Anne, Maritess)**

(Focal person in the preparation of unified presentation)