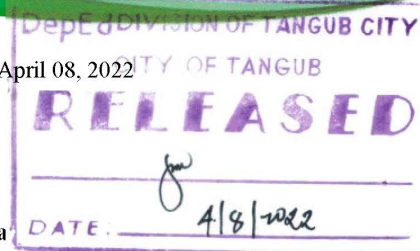




**Office of the Schools Division Superintendent**

April 08, 2022



**DIVISION MEMORANDUM**

No. 83, s. 2022

**To: Assistant Schools Division Superintendent**  
**OSDS Administrative Officer, Section and/or Unit Head**  
**CID Chief, Education Program Supervisors and Public Schools District Incharge**  
**SGOD Chief, Program Specialists, Planning Officer, Medical and Dental Officers,**  
**DRRM, PDOs, and Program Holders**  
**All Others Concerned**  
**This Division**

**Subject: DIVISION OFFICE PERSONNEL CONSULTATIVE MEETING**

- The undersigned would like to hold a Division Office Personnel Consultative Meeting at the conference hall, 2<sup>nd</sup> floor, DepEd-Tangub City Division on the following schedules and participants, to wit:

Date and Time	Participants
April 11, 2022 (Mon.) 9:30 to 11:30 AM	OSDS - Assistant Schools Division Superintendent, Administrative Officers, Budget Officer, Accountant, Division ITO, Section/Unit heads
April 12, 2022 (Tues.) 1:30 to 4:30 PM	SGOD Chief, Education Program Supervisor, Planning Office, Senior Education Program Specialists, Education Program Specialists, Medical and Dental Officers, DRRM, PDOs and Program holders
April 13, 2022 (Wed.) 8:30 to 11:30 AM	CID Chief, Education Program Supervisor, Public Schools District Incharge, and Program holders
April 11 to 13, 2022	2 personnel acting as Secretariat

- Division Unit/Section Heads are advised to prepare a Five (5) minute presentation focusing the most essential, significant, and urgent concerns following the given template:

KRA	Targets (January-June)	Updates	Barriers/ Challenges	Action Taken/ Alternative Solution	Remarks/ Status/ Proposal

- All participants shall strictly observe the health safety protocols, physical distancing, and wearing of face mask throughout the entire duration of the said activity.
- During the entire meeting, participants shall adhere to the Equal Opportunity Policy (EOP), regardless of age, sex, sexual orientation, gender, identity, civil status, disability, religion, ethnicity, and political affiliation.
- For your information and compliance.

**NIMFAR. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

