



Republic of the Philippines  
**Department of Education**

REGION XI  
SCHOOLS DIVISION OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

JAN 08 2024

DIVISION MEMORANDUM

No. 003, s. 2024

**1<sup>ST</sup> DIVISION MANAGEMENT COMMITTEE MEETING FOR CY 2024**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Section/Unit Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

The Division shall convene its Management Committee for a meeting on **January 9, 2024**, which will start at exactly **9:00 AM** to be held in **Honey's Hotel, Matiao, City of Mati**, Davao Oriental to discuss updates for the 1<sup>st</sup> quarter of 2024.

All the participants enumerated below are directed to attend:

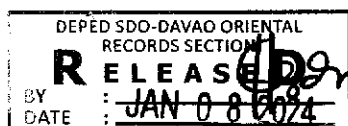
Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Division Coordinators  
Section/Unit Heads  
Secondary School Heads  
Central Elementary School Heads

Chiefs of functional divisions, section/unit heads are hereby directed to prepare for a presentation of updates for the first quarter of the year.

Expenses for meals of the participants shall be charged against Division MOOE while travel and other incidental expenses of the participants from schools and districts shall be charged against their respective MOOE.

Punctuality and attendance of all concerned is highly enjoined.

Immediate and widest dissemination of this Memorandum is desired.



for:   
**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent

SGOD/cns

