



Division Memorandum  
No. 244, s. 2019

**RELEASED**

DepEd, Division Office of Catanduanes  
RECORDS SECTION  
JUL 29 2019  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Initial/Signature: \_\_\_\_\_

To : Chiefs, CID & SGOD  
Supervisors  
School Heads  
All Others Concerned

From : *[Signature]*  
SOCORRO V. DELA ROSA, CESO V  
Schools Division Superintendent

Subject : **School Performance Planning, Commitment Review and Coaching for School Heads**

Date : July 29, 2019

- To ensure that all programs, projects and activities in schools are anchored on the Division Educational Development Plan, this Office will be conducting a School Performance Planning, Commitment Review and Coaching for Elementary and Secondary School Heads.
- The activity will be held at Queen Maricel Inn Function Hall, Virac, Catanduanes on the following dates:

Date	Participants	Districts
July 31, 2019	Elementary School Heads of Zone 1 and 4	Virac, San Andres, Caramoran, Pandan
August 1, 2019	Elementary School Heads of Zone 2 and 3	Bato, Baras, Gigmoto, San Miguel, Viga, Panganiban, Bagamanoc
August 2, 2019	Secondary School Heads	Different Districts/ Municipalities

- Participants to this activity are all the School Principals/Heads (strictly no proxy).
- There shall be no registration fee but travel and other incidental expenses of the participants shall be charged to School MOOE subject to usual accounting and auditing rules and regulations.
- For information, guidance and compliance.