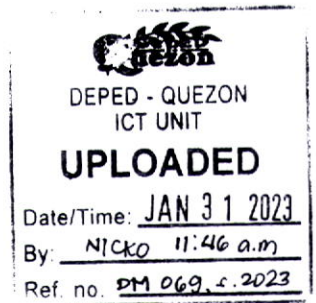




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



31 January 2023

DIVISION MEMORANDUM

DM No. 069, s. 2023

RETOOLING OF SCHOOL HEADS AND PSDSs ON PROVIDING TECHNICAL ASSISTANCE TO TEACHERS AND JOINT HUNTAHAN WITH TOP MANAGEMENT

To: Assistant Schools Division Superintendents
Public Schools District Supervisors
Division Chiefs
All Unit/Section Heads
Elementary and Secondary School Heads
All Others Concerned

1. In preparation for the Five-Day Mid-year Break, DepEd Quezon will conduct a **Division Conference of School Heads cum Huntahan with Top Management for F.Y. 2023** on **February 1, 2 & 3, 2023** at the M.I. Sevilla Resort, Brgy. Domoit, Lucena City.
2. Said activity aims to provide technical assistance to the school heads and PSDSs in leading the conduct of Mid-year Performance Review of school-based personnel and the School-Based Inset. Moreover, it also aims to capacitate school heads on how to practice caring and empathic leadership while performing their duties as school leaders.
3. This is a live-out activity, and those participants coming from remote areas may have day zero (**February 1, 2023** for the February 2 schedule, and **February 2** for the February 3 schedule) for travel time or accommodation. Venue for the said activity will be announced through a separate Memorandum.
4. All Public Schools District Supervisors, and Elementary and Secondary School Heads are advised to attend the meeting following the schedule below:

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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Date and Time	Attendees
February 2, 2023 8:00am (Thursday)	1 st and 3 rd Congressional District (PSDSs, Elementary and Secondary School Heads)
February 3, 2023 8:00 a.m (Friday)	2 nd and 4 th Congressional District (PSDSs, Elementary and Secondary School Heads)

- There will be a registration fee of **P1,200.00** for each participant (School Head) to cover the expenses for the full meal (breakfast to dinner) and the training venue. Onsite registration starts at 7:00 a.m.
- Participants are expected to be at the venue thirty (30) minutes before the scheduled activity. They are also requested to wear appropriate smart casual attire .
- To ensure the implementation of health and safety protocols amidst the COVID-19 pandemic, the conduct of this activity shall comply with the existing guidelines and policies of the IATF.
- Registration fee and travel expenses** shall be charged to the respective school MOOE/local fund of the School Heads, while the meal, travel and other incidental expenses of PSDSs shall be charged to the Division MOOE/local fund, subject to usual accounting and auditing procedures. Please refer to DM 910 s. 2022 for clarifications on travel guidelines.
- Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

hrd01/24/2023

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