



Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

January 17, 2023

**DIVISION MEMORANDUM**


No. 018, s. 2023

**FINAL COORDINATION MEETING OF ALL MEMBERS OF TECHNICAL WORKING GROUP ON THE  
UPCOMING TECHNICAL TRAINING WORKSHOP FOR TEACHERS AND SCHOOL LEADERS ON SCHOOL  
PLANNING PROCESSES AND STANDARDS**

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
FUNCTIONAL DIVISION CHIEFS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
CONCERNED PUBLIC SCHOOL HEADS  
ALL OTHERS CONCERNED

1. This Office through the Planning & Research Section of the SGOD shall conduct a COORDINATION MEETING of all Members of Technical Working Group on January 30, 2023 (Monday), at 3:30 in the afternoon at Planning & Research Section Office. Please see attached LIST OF EXPECTED PARTICIPANTS to this meeting.
2. The objectives of this meeting are:
  - a. Finalize the instructions relative to the conduct of the above-mentioned activity scheduled on February 6-8, 2023.
  - b. Plan out for the GAWAD LIS after the Training-Workshop.
  - c. Thresh out issues and concerns relative to the preparations, venue, and set up of the activity.
3. The Travel Authority of the identified school personnel involved in this activity shall be signed by their immediate School Head.
4. For information, guidance, and compliance of all concerned.

Reference: Division Memorandum 501, s. 2022

  
MARIZA S. MAGAN, EdD, CESO V  
Schools Division Superintendent

PRS-SGOD



**RELEASED**

Date: 1/17/23

Time: 1:23

Signature: h