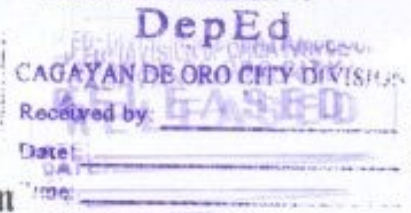


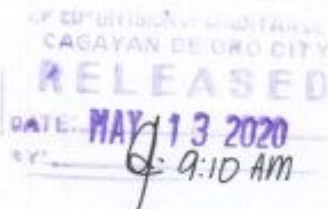


Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



DIVISION MEMORANDUM No. 248 s. 2020

TO : Assistant Schools Division Superintendent  
Chiefs, SGOD and CID  
Key OSDS Personnel  
Section Heads  
SGOD Personnel  
CID Personnel  
Elementary & Secondary School Heads  
Elementary & Secondary Teachers  
Public Schools  
This Division



FROM :   
Cherry Mae L. Limbaco  
Schools Division Superintendent

SUBJECT : **DIVISION MANAGEMENT COMMITTEE VIDEO CONFERENCE**

DATE : May 12, 2020

1. The field is hereby informed of the conduct of the Division Management Committee Video Conference on May 18, 2020 on the following time slot:
  - 8:30 a.m. – 11:30 p.m. – Secondary School Administrators and Assistant Principals
  - 1:00 p.m. – 3:00 p.m. – Elementary School Administrators and Assistant Principals
2. The agenda of the Management Committee Video Conference are the following:
  - a. School Calendar, Internet Connectivity in Schools, Loading, Sectioning – SDS Dr. Cherry Limbaco
  - b. Classrooms In The New Normal, Response of Schools to New Normal – ASDS Dr. Alicia Anghay
  - c. Learning Deliveries, Conduct of Summer Remedial Classes – OIC CID Chief Lorebina Carrasco
  - d. Canteen Operations – SGOD Chief Rosalio Vitorillo
  - e. Teachers' Preparations and Attendance on June 1 – Mrs. Cynthia Yanez
  - f. Revamp of Electricity and Water Connection – Engr. Ely Mamaclay
  - g. Enrolment – Engr. Rodolfo Bayeta
  - h. School Clinic – Dr. Baldomero Mark Meso III
3. Participants are further directed to observe the following meeting protocols during the conduct of the video conference:
  - a. Dress appropriately for the said conference.
  - b. Cameras should be turned on while microphones should be muted unless you are given permission to talk or share insights.
  - c. Leave the keys of your desktops/laptops/gadgets alone. Your full attention is required. Multitasking is strictly prohibited.
  - d. If you need to ask questions or clarify points, you should send a message to the Schools Division Superintendent



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City  
Telephone: (08822) – 8550048



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4. All Public Schools District Supervisors will take charge of the attendance of the school heads in their districts. Hence, they are required to report physically to the Division Office on May 18, 2020. They are required to render a report on the Attendance Record of the said meeting.
5. Education Program Supervisors and Learning Area Coordinators are also required to be physically present in the Division Office during the video conference.
6. Strict compliance to this memorandum is directed.



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