



Republic of the Philippines

**Department of Education**

REGION VIII

SCHOOLS DIVISION OF NORTHERN SAMAR

December 2, 2021

**DIVISION MEMORANDUM**

No. 424, s. 2021

**CONVERGENCE OF EDUCATION LEADERS AND STAKEHOLDERS-CUM-  
PRESENTATION OF LIMITED FACE-TO-FACE CLASSES  
IMPLEMENTATION PLANS**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary School Heads  
Public Secondary School Heads  
SDO Unit/Section Heads  
All Others Concerned

1. In line with the preparation of this Schools Division on the implementation of limited face-to-face classes, this Office shall conduct a convergence of education leaders and stakeholders on **December 10, 2021** at Pambujan Gymnasium, Pambujan, Northern Samar.
2. This activity aims to:
  - a. share and present the implementation plans of schools districts on limited in-person classes;
  - b. integrate stakeholders' roles and functions in the implementation plans;
  - c. prepare schools for the initial implementation of limited face-to-face classes.
3. The participants/attendees of this activity are the 520 Public Elementary School Heads, 87 Secondary School Heads, 46 Public Schools District Supervisors/Principal In-Charge, 10 Education Program Supervisors, 23 Schools Division Office Key Personnel and Section/Unit Heads, and 4 invited guests.
4. Participants must accomplish the online registration and health assessment checklist to ensure the safety of everyone through the link <https://tinyurl.com/ConvergenceFacetoFace> on or before December 7, 2021.
5. All involved individuals are advised to observe minimum health standards and follow health protocols of the Inter-Agency Task Force (IATF) and the Department of Health (DOH) before, during, and after the conduct of the activity. Anyone who experiences any COVID19 symptoms or has been exposed to a probable or confirmed



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar

Telefax: (055) 500 9801

Email: nsamardivision@deped.gov.ph

Division Official Website: <https://northernsamar.deped.gov.ph>



COVID19 case before the conduct of the activity shall inform the management for proper coordination.

6. This Memorandum serves as the Travel Authority of the participants.
7. Services rendered by the Program Management Team on Saturday and Sunday/Non-working Holiday are entitled to Compensatory Time-Off (CTO)/Overtime Pay/Service Credits as per CSC and DBM Joint Circular No. 2, s. 2004.
8. Expenses incurred relative to the conduct of the activity such as meals, supplies and materials, and travel and other incidental expenses shall be charged against HRTD funds/local MOOE subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of and compliance with this Memorandum are desired.

**RAUL D. AGBAN, EdD**  
OIC-Schools Division Superintendent