



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 05 2023

MEMORANDUM

**CONSULTATION WITH THE SCHOOLS DIVISION SUPERINTENDENT
PRIOR TO ANY ENGAGEMENT TO TRAININGS, WORKSHOPS, &
OTHER LEARNING & DEVELOPMENT ACTIVITIES**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum and Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. To ensure effective coordination, optimal use of time and resources, and efficient operations, **ALL School Heads, Education Program Supervisors, Public Schools District Supervisors, Senior Education Program Specialists, and Unit Heads** are directed to schedule a consultation with this Office at least one to two weeks before committing to any engagement that requires their presence outside of the office. This includes meetings, conferences, seminars, workshops, and any other events that may be relevant to their work.

2. Immediate and wide dissemination of and strict compliance with this Memorandum is desired.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Encl: As stated
Reference: none
To be indicated in the Perpetual Index
Under the following subjects:

SCHOOL	PRINCIPALS	PROGRAM
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IMR/DM_ Consultation with the Superintendent
182 / June 2, 2023

UN-2023-182



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

(02) 805-9935, (02) 805 - 9940

 sdomuntinlupa@gmail.com

