



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

August 3, 2022

DIVISION MEMORANDUM

No. 259, s. 2022

**ORGANIZATIONAL AND CONSULTATIVE MEETING OF
SECONDARY SCHOOL HEADS**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors/DICs
Public Secondary School Heads
All Others Concerned

1. This office announces the in-person organizational and consultative meeting of all secondary school heads on August 5, 2022 at Lamo National High School, Lamo, Dupax del Norte, Nueva Vizcaya. The engagement will start with the registration at 7:30 in the morning.
2. The objectives of the activity are as follows:
 - a. conduct election and oath-taking of officers of the Nueva Vizcaya Association of Secondary School Principals (NVASSP);
 - b. discuss issues and concerns of respective schools and the organization in a regular business meeting of the NVASSP;
 - c. harmonize Senior High School subjects and track offerings;
 - d. orient secondary school heads on the Career Guidance Program and Career Tracking of Senior High School graduates.
3. The presence of all Secondary School Heads in this meeting is deemed very important to ensure that the association functions are in consonance with the attainment of the K to 12 Basic Education's thrusts and programs.
4. Attendance to this activity is on **Official business**.
5. A Registration fee of Five Hundred Pesos (P500) will be collected by Lamo National High School to cover two snacks and meals for lunch. The transportation expenses will be charged to their respective school local funds or Maintenance and Other Operating Expenses (MOOE) subject to the usual accounting and auditing procedures.
6. For information, guidance and compliance.



RACHEL R. LIANA PhD, CESO V
Schools Division Superintendent

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SCHOOLS DIVISION OF NUEVA VIZCAYA

ORGANIZATIONAL AND CONSULTATIVE MEETING OF SECONDARY SCHOOL HEADS

ACTIVITY MATRIX

Date: **August 5, 2022**

Venue: **Lamo National High School, Lamo, Dupax del Norte, Nueva Vizcaya**

Time	Activities	Person in-charge
7:30- 8:00	Registration	Lamo NHS
8:01-8:30	Preliminaries	
	Pambansang Awit	Marites E. Villamor Sta. Clara NHS
	Prayer	David John D. Ubera-Ganao NHS
	Recitation of the DepED Quality Policy Statement	Florence F. Esparago- Paima NHS
	Food for Thought	Amadeo B. Dulay-Bintawan NHS
	Unfreezing Activity	Menalyn A. Salvador-Mungia NHS
	Checking of Attendance and Declaration of Quorum	Gabriel Ullani-Kongkong NHS
8:31-9:00	Reading and Approval of the Minutes of the NVASSP Meeting at Alfonso Castañeda.	Teresita M. Taboy Bonfal NHS
9:01-9:30	Presentation of the Financial Statement of the Association	Luviminda M. Cordero-Bascaran NHS Ma. Leonora L. Cortado-Ambagui
9:31-10:00	Election of Officers	Roberto D. Cutillon- NVASSP President Trinidad B. Logan-Uddiawan NHS Victor G. Taleon- Solano HS Eloisa C. Ang- Bagabag NHS
10:01-10:30	Health Break	
10:31-10:45	<ul style="list-style-type: none">• Awarding of Certificate of Appreciation to the NVASSP Officers;• Oath-taking of Newly Elected NVASSP Officers;• Inspirational Message	Rachel R. Llana PhD, CESOV Schools Division Superintendent
10:45-12:00	Organizational Meeting	Newly Elected NVASSP President
12:00-1:00	Lunch Break	
1:01-3:30	Synchronization of Senior High School Subjects and Track Offerings	Orlando D. Vicente PhD EPS-TLE & Senior High School Division Focal Person
3:31-4:30	Orientation on Career Guidance and SHS Graduates Tracking	Bermelita E. Guillermo PhD EPS-English & Division Career Guidance Coordinator



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