



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

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Office of the Schools Division Superintendent

MEMORANDUM

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FROM : **MICHELL L. ACOYONG, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**Subject: Coordination Meeting in preparation for the “Division Wellness Camp: Focusing on the Self and Practicing Mindfulness to Foster Productive Organizational Dynamics”**

**Date: 23 October 2023**

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1. In view of the scheduled Division Wellness Camp: Focusing on the Self and Practicing Mindfulness to Foster Productive Organizational Dynamics on October 26-28, 2023, at Mambukal Resort & Wildlife Sanctuary, Municipality of Murcia, Negros Occidental, please be informed that there will be a Coordination Meeting on **Tuesday, October 24, 2023, at 2:00 p.m.** at the **New Division Conference Hall**.
2. The agenda of the meeting includes:
  - a. present the Proposed Activities and Schedules;
  - b. present the Working Committees;
  - b. discuss the roles and responsibilities of the identified personnel, and
  - c. discuss other matters.
3. Attendance of all concerned is enjoined.
4. Immediate dissemination of and compliance with this Memorandum are desired.

