



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

No. 349, s.2023

SEP 13 2023

**ORIENTATION OF ELEMENTARY AND SECONDARY SCHOOL HEADS ON  
DIVISION SEARCH FOR CIRCLE AWARDEES**

**TO:** Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Division Memorandum No. 338, s. 2023 titled, "Conduct of the 2023 Division Search for CIRCLE Awardees, this Office, through the Curriculum Implementation Division will conduct an **Orientation of Elementary and Secondary School Heads on the Division Search for CIRCLE Awardees** on **Monday, September 18, 2023, at 1:00 p.m. – 5:00 p.m.** at the **Old Conference Hall**.
2. The aim of this activity is to present the guidelines, documentary requirements, and roles and responsibilities of the committees of the Division Search for CIRCLE Awardees.
3. The participants to this activity are the Division and District PRAISE Committee Members (*as shown in the table below*) and all elementary and secondary school heads.

Level	Name of Personnel	Position/ Designation
Division	Chairperson : Lea C. Belleza EdD Co-Chair: Junry M. Esparar PhD Cecilia G. Abello PhD Members: Xyzette V. Ganza PhD Rene S. Erillo Eden Joy B. Ninfras Analie V. Almaiz Julieta V. Gimpeson PhD Jonalyn A. Dela Cerna Secretariat: Eulyne D. Lucerna Kean Vonn G. Yupracio	OIC-ASDS CES, CID CES, SGOD EPS, Kinder/SPED EPS, Mathematics EPS, English EPS, Science EPS, SGOD SEPS, SMME SEPS, HRD EPS II, HRD
District	Chairpersons: PSDSs Co-Chair: PSDSs Members: School Heads/ Master Teachers Secretariat: SHs/ MTs Note: The members and secretariat will be selected by the PSDSs under his/ her district.	

4. Travel expenses of the participants from and to the station are chargeable against School MOOE/ local funds subject to the usual accounting rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are highly desired.

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



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Enclosure No. 1 to Division Memorandum No. 349 s., 2023

**ACTIVITY PROGRAM**

Monday, September 18, 2023  
1:00 p.m.

Date/Time	Activity	Focal Person
Morning Session		
1:00 – 1:30 p.m.	REGISTRATION	<b>Ann Yvonne B. Vingno</b> <i>Public Schools District Supervisor</i>
1:30 – 2:00 p.m.	OPENING PROGRAM	<b>Saturnino T. Pabalinas Jr., PhD</b> <i>Public Schools District Supervisor</i>
Orientation Proper		
2:00 – 3:00	CIRCLE Awards Criteria and Guidelines: Part I	<b>Rene S. Erillo</b> <i>Education Program Supervisor</i> <i>Mathematics</i>
3:00 – 4:00	CIRCLE Awards Criteria and Guidelines: Part II	<b>Xyzette V. Ganza PhD</b> <i>Education Program Supervisor</i> <i>Kindergarten/ Special Education</i>
4:00 – 4:30	Timeline	<b>Eden Joy B. Nifras</b> <i>Education Program Supervisor</i> <i>English</i>
4:30 – 5:00	WAYS FORWARD	<b>Junry M. Esparar PhD</b> <i>Chief Education Supervisor</i> <i>Curriculum Implementation Division</i>
Home - Sweet - Home		

**Prepared by:**

**JUNRY M. ESPARAR PhD**

Co-Chairperson

Division PRAISE Committee on CIRCLE Awards

