



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

**DIVISION MEMORANDUM**

CID-2025-284

To/For : SGOD and CID Chiefs  
School Heads of Private Elementary and Secondary Schools  
Division Private Schools Focal Person  
Education Program Supervisor in Kindergarten  
Division Senior High School Focal Person  
Guidance Coordinator II  
SMM&E EPS-II and SEPS  
Planning Officer  
Health and Nutrition Personnel  
IT Personnel  
All Others Concerned

Subject : **CONDUCT OF 2<sup>ND</sup> SEMESTER CY 2025 CONFERENCE OF PRIVATE SCHOOL HEADS**

Date : July 24, 2025

To ensure the smooth operation of School Year 2025–2026 and the succeeding school years, and to address various concerns related to private schools, this Office informs all private schools of the conduct of the **2nd Semester CY 2025 Conference of Private School Heads** on July 31, 2025 (Thursday), from 12:30 PM to 5:00 PM at the Digos City Division Conference Room, SDO Digos City, Corner Roxas – Lopez Jaena Streets, Digos City.

The following are the agenda of this face-to-face conference:

1. Training on Revised K to 12 Curriculum for Grades 2, 3, 5 and 8 Teachers and School Heads from Private Schools
  - 1.a Schedule by Dr. Jem Boy Cabrella
  - 1.b Registration Fee by Mr. Junrey Dequina / Ms. Genalyn Crispino
2. Curriculum Implementation Division Updates and Reminders
  - 2.a Kindergarten by Mrs. Zandria M. Sy
  - 2.b CID Document Evaluation for Elementary and Junior High School by Dr. Jem Boy B. Cabrella
  - 2.c CID Document Evaluation for Senior High School by Dr. Ivy F. Solano
  - 2.d Updated Guidelines on Homeroom and Career Guidance Program by Miss Rofelia De Mesa
3. School Governance and Operations Division Updates and Reminders
  - 3.a SGOD Document Evaluation, Permit, Tuition Fee, and SO Matters by Miss Cecile Uy / Mr. Reyzen Monserate
  - 3.b Planning Office / Learner Information System (LIS)-related concerns by Mr. Airon Alejandro
  - 3.c Health and Nutrition Unit by Dr. Micah Fuentes
  - 3.d Learners' Rights and Protection Program by Miss April Rose A. Alcala



**Address:** Roxas cor. Lopez Jaena Streets, Zone II, Digos City (8002)  
**Telephone Nos.:** (082) 553-8375; (082) 553-8396  
**Email:** digos.city@deped.gov.ph  
**Website:** depeddigoscity.org

#### 4. Other Issues and Concerns

Participants of this conference are: Private School Heads, Division Private Schools Focal Person, Kindergarten EPS, Division SHS Focal Person, Division Guidance Coordinator II, SMM&E EPS II and SEPS, Planning Officer, and HNU.

Mr. Aldvin Jan Alcasid is assigned to facilitate the preliminaries and assist in the presentation of the slide decks, while Mrs. Dendi Lou R. Jumawan is requested to serve as the Master of Ceremonies and document the minutes of the meeting.

A registration fee of One Hundred Pesos (PHP 100.00) will be collected from each participant from private schools by Digos City Private Schools Association Treasurer to defray expenses for the snacks.

For information and compliance with by all concerned.

  
**MELANIE B. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent



Enclosed: As stated.



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