



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



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

**DIVISION MEMORANDUM**

CID-2025-708

To : Assistant Schools Division Superintendent  
CID Chief  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
District English Coordinators  
All Others Concerned

Subject : **CONDUCT OF THIRD QUARTER MEETING OF DISTRICT ENGLISH COORDINATORS**

Date : July 31, 2025

The Department of Education Digos City Division through the Curriculum and Implementation Division (CID) shall hold a Meeting for District English Coordinators on August 5, 2025, Tuesday, at 1:00 o'clock in the afternoon in the Division Conference Room.

The following will be discussed during the meeting:

- a) Issues and Concerns on the Integration of Writing-to-Learn Activities;
- b) Schedule of Intervention;
- c) Results and Analysis of Division Proficiency Level in English for SY 2024-2025;
- d) Division Least Mastered Competencies in English and Recommendations to address gaps; and
- e) Other Matters

School heads shall make the necessary arrangements to ensure that teachers' participation in this activity does not disrupt classes, in accordance with the non-disruption of classes policy outlined in DO No. 9, Series of 2005, on increasing time-on-task. List of participants is indicated in the enclosure.

Travel and incidental expenses incurred by the participants shall be charged against school MOOE or other local funds subject to the usual accounting and auditing rules and regulations.

For immediate dissemination and compliance.

Schools Division of Digos City  
RECORDS SECTION

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

Enclosed: As stated.  
CID/rmm

BY: *[Signature]*

**RELEASED**  
AUG 04 2:17pm



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Enclosure

Teacher	Position	School
Veronica M. Mariano	Teacher III	Pedro V. Basalan Elementary School
Jeneve P. Nieves	Master Teacher III	Digos City National High School
Evelyn A. Poncardas	Master Teacher II	Colorado Elementary School
Jay Ann B. Roldan	Master Teacher III	Dawis Elementary School
Janejoy B. De Guzman	Teacher III	Rizal Central Elementary School