



Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

*Office of the Schools Division Superintendent*

November 11, 2025

**DIVISION MEMORANDUM**

No. 751, s. 2025

**DIVISION MEETING OF SENIOR HIGH SCHOOL PRINCIPALS**

To: Senior High School Principals  
Division of City Schools  
Dapitan City

1. The Office of the Schools Division Superintendent, through the Curriculum Implementation Division (CID) in collaboration with the School Governance and Operations Division (SGOD), announces the conduct of a Division Meeting on November 13, 2025, at 1:00 p.m. The activity will take place at the Division Conference Hall, DepEd Dapitan City Schools Division Office.
2. The meeting shall be attended by Senior High School Principals offering Technical-Vocational-Livelihood (TVL) Track in Grades 11 and 12, who are implementing “Work Immersion programs” in partnership with local industries and business establishments.
3. The primary agenda of the meeting is to discuss the preparation and finalization of Memoranda of Agreement (MOA) or contracts related to the conduct of Work Immersion activities with partner industry owners, proprietors, or managers.
4. Participants are advised to bring templates or existing copies of their MOA or contracts with respective Work Immersion partners for review and possible refinement during the meeting.
5. Attendance is mandatory, and no proxy shall be allowed.
6. Immediate and widest dissemination of this memorandum is earnestly requested.

For your information, guidance, and compliance.



**JAY S. MONTEALTO, CESO VI**  
Schools Division Superintendent



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