



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CEBU PROVINCE

Office of the Schools Division Superintendent

July 20, 2023

DIVISION MEMORANDUM

No. 276, s. 2023

2023 NATIONAL ASSEMBLY OF EDUCATION LEADERS (NAEL)

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/ PSDSs
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepED) through the Association of DepEd Directors (ADD) shall hold the **4th National Assembly of Education Leaders (NAEL)** on **August 21-22, 2023 at SMX Convention Center in Pasay City**. The theme of the assembly is **"Embracing the MATATAG Agenda with Integrity, Competence and Diligence (ICD)"**.

2. The Assembly aims to provide education leader- participants the opportunity to understand the MATATAG Agenda and the leadership skills necessary to carry out this Agenda.

3. Since DepEd Cebu Province Division is allotted only of thirty (30) participants, the slots shall be as follows:

- | | | |
|----|---|---|
| 1 | - | Schools Division Superintendent |
| 3 | - | Assistant Schools Division Superintendents |
| 2 | - | Division Chiefs |
| 24 | - | CESWE Passers and School Heads (giving priority to CESWE passers) |

4. Expenses incurred in the participation of this Assembly including a registration fee of Six Thousand (P 6,000.00) Pesos (LIVE-OUT), travel arrangement, board and lodging and other incidental expenses shall be charged against Division Funds for the SDS, ASDSs, and Division Chiefs, while expenses incurred by the CESWE Passers and School Heads shall be charged against their respective School Local Funds/ MOOE/ or Special Education Funds subject to the usual accounting and auditing rules and guidelines.

5. For School Heads and CESWE Passers, a Letter of Intent shall be submitted to the Office of the Schools Division Superintendent on or before July 26, 2023. For

participants who shall charge their participation against Local School Funds/ MOOE, a certification of the availability of funds stating the monthly MOOE of the school and further stating that the use of the local funds shall not compromise the operational expenses of the school shall be attached to the Letter of Intent. Participants who shall charge their participation against the Special Education Fund (SEF) shall attach a certification of the availability of funds from their respective LGUs.

6. Once request is acted upon and approved by the Schools Division Superintendent, you may proceed with the payment of the registration fee until July 31, 2023 only through the following bank details:

Bank Name : Landbank (DECS Extension Office)
Account Name : Association of DepEd Directors, Inc.
Account Number: : 3342-101-52

7. After payment of the registration fee, participants are advised to register online at <https://tinyurl.com/4thNAEL> and to facilitate the issuance of Official Receipts, shall submit the original receipts of deposit slips to the Division NAEL Coordinator (ASDS Dizon) for presentation at the Registration Committee on August 20, 2023 at the venue.

8. Distribution of kits is on August 20, 2023 through the Division Coordinator in coordination with the Regional NAEL Coordinator.

9. Immediate and widest dissemination of the contents of the Memorandum is desired.



SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

SPP/LMD/asds dizon



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