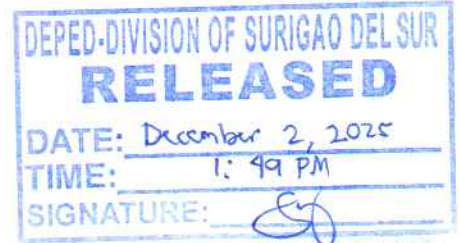




Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**



Division MEMORANDUM  
 No. 535, s. 2025

To: Chiefs of Functional Division  
 Unit and Section Heads  
 Division Focal Persons  
 Public School District Supervisors/ District In-Charge  
 Select Elementary and Secondary School Heads  
 All Concerned

CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 376.  
 s. 2025 RE: TRAINING WORKSHOP ON THE CRAFTING OF POLICY  
 BRIEF AND SCHOOL REVIEW OF PROPOSED POLICIES

1. The field is hereby informed of the correction and additional provision of Division Memorandum No. 376, s. 2025 re: Training Workshop on the Crafting of Policy Brief and School Review of Proposed Policies as follows:
  - a. Final schedule will be December 10-12, 2025.
  - b. Venue will be in Grand Monique Hotel, San Agustin, Tandag City.
2. Attached is the Authority to Travel.
3. All other provisions of the said memorandum shall stay in effect.
4. Immediate dissemination of this memorandum is desired.

**LORENZO O. MACASOCOL, PhD, CESO V**  
 Schools Division Superintendent

Encl.: As stated.  
 References: None  
 To be indicated in the Perpetual Index  
 Under the following subjects:

TRAINING POLICY

SGOD/upg  
 12/01/2025