



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DEPED-DIVISION OF SURIGAO DEL SUR			
RELEASED			
DATE:	3/1/2024		
TIME:	8:46 am		
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Office of the Schools Division Superintendent

29 FEB 2024

Division MEMORANDUM
No. 097, s. 2024

CONDUCT OF THE DIVISION MATATAG CARAVAN

To: Assistant Schools Division Superintendent
CID Chief and SGOD Chiefs
Public Schools District Supervisors
District In-Charge
Select Division Unit Heads
All Teachers
This Division

1. Proper communication is a must for smooth and effective management of organizational operations. Unfortunately, communication has become so poor that it has caused problems and conflicts within the organization. Miscommunication results from varied interpretations of the information heard which results to misinterpretation by the hearers who in turn relay the same to others. Thus, the management of the SDO of Surigao del Sur desires to disseminate vital pieces of information directly to the teachers and school heads.
2. Hence, the field is hereby informed of the conduct of the **Division MATATAG Caravan** on **March 5-6, 11-15, and 18, 2024** in the different Municipalities of the Schools Division Office (SDO) of Surigao del Sur.
3. This activity is in line with the MATATAG Agenda of DepEd and encourages strong participation in the grassroots level and has the following objectives.
 - 3.a. Terminal Objective:
 - To address the issue of miscommunication and misinterpretation of information for smooth and effective management of organizational operations.
 - 3.b. Enabling Objectives:
 - Conducted Division MATATAG Caravan with the different municipalities in the SDO;
 - Disseminated vital pieces of information regarding but not limited to personnel, financial, and legal matters, and contextualized DepEd Policies and other issuances;
 - Addressed queries raised by teachers and school heads in the field.
4. Participants to the said activity are the following:
 - a. Schools Division Superintendent
 - b. Assistant Schools Division Superintendent
 - c. CID and SGOD Chiefs



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- d. AO V, Accountant, Legal Officer, Division Planning Officer, Division Engineer
 - e. PSDSs and DICs, and
 - f. All School Heads and teachers in the respective Districts and municipalities.
5. Furthermore, **there shall be no suspension of classes** on the scheduled date of the Caravan. However, School Heads and teachers are instructed to give **modular instruction** to the learners on their scheduled date.
6. For austerity reasons, the Division MATATAG Caravan shall be done by municipality with the following schedule.

Date	Municipality	Date	Municipality
March 5, 2024 (AM)	Lingig	March 13, 2024 (AM)	Bayabas
March 5, 2024 (PM)	Hinatuan	March 13, 2024 (PM)	Tago
March 6, 2024 (AM)	Tagbina	March 14, 2024 (AM)	Carrascal
March 6, 2024 (PM)	Barobo	March 14, 2024 (PM)	Cantilan
March 11, 2024 (AM)	Liangá	March 15, 2024 (AM)	Madrid
March 11, 2024 (PM)	San Agustin	March 15, 2024 (PM)	Carmen
March 12, 2024 (AM)	Marihatag	March 18, 2024 (AM)	Lanuza
March 12, 2024 (PM)	Cagwait	March 18, 2024 (PM)	Cortes

7. For your information and guidance, wide and immediate dissemination of this Memorandum is desired.

LORENZO O. MACASOCOL PhD, CESO V
Schools Division Superintendent

By the authority of the Schools Division
Superintendent

LAILA F. DANAQUE EdD, CESO VI
Asst. Schools Division Superintendent

Encl.:

References: as stated

LFD//DM- CONDUCT OF THE DIVISION MATATAG CARAVAN

078 /February 29, 2024