



February 3, 2014

DIVISION MEMORANDUM
No. 060, s. 2013

**LIVE-OUT SEMINAR-WORKSHOP ON STRESS MANAGEMENT, MEDIA EDUCATION
AND COMMUNICATION ARTS**

To: OIC, Assistant Superintendents
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. This Office announces the conduct of a **Live-Out Seminar-Workshop on Stress Management, Media Education and Communication Arts on February 26-27, 2014** at the following venues:

Venues	Participants
San Francisco Municipal Gymnasium	San Francisco Elementary School Teachers
St. Joseph Covered Court	San Francisco Secondary School Teachers Tudela Elementary and Secondary School Teachers

2. Considering the importance of this activity, this Office directs all the personnel involved to take into account the needed preparation to ensure 100% attendance.
3. The registration fee of **One Thousand Six Hundred Thirty Pesos (Php 1, 510.00)** per participant for training fee, training kits, meals and snacks is chargeable against **Division GAD Funds**, while the travel expenses to **local school/SEF/MOOE/PTA Funds**, subject to the existing accounting and auditing rules and procedures.
4. This Memorandum serves as participants' Authority to Travel.
5. Immediate dissemination of the contents of this Memorandum is desired.

ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

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