



**February 10, 2014**

**DIVISION MEMORANDUM**  
No. 073, s. 2014

**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 21-22, 2014** at the following venues:

Venues	Participants
Bantayan District 1 DLRC	Madridejos Elementary and Secondary School Teachers
Bantayan Municipal Social Hall	Santa Fe 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 Five Hundred Ten 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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