



**March 10, 2014**

**DIVISION MEMORANDUM**  
No. 132, s. 2014

**CONFERENCE-WORSHOP ON THE PREPARATION OF SCHOOL FORMS**

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

1. This Office announces the conduct of a **Conference-Workshop on the Preparation of School Forms** on March 19, 2014 from 8:00 AM to 5:00 PM. Venue will be announced later.
2. This activity aims to:
  - a. review the guidelines on the preparation of school forms;
  - b. discuss issues and concerns relative to school guidance programs; and
  - c. design the action plan for the fiscal year 2014.
3. Participants to this workshop are all District Guidance Coordinators and Lead Secondary School Guidance Counselors.
4. Traveling expenses shall be chargeable against **local school/MOOE/SEF/PTA Funds**, while expenses for meals, snacks and other incidental expenses relative thereto, shall be chargeable against **Division INSET Funds**, subject to availability and the usual accounting and auditing rules and procedures.
5. This Memorandum serves as participants' Authority to Travel.
6. Immediate and wide dissemination of this Memorandum is desired.

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

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