



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



May 21, 2014

**DIVISION MEMORANDUM**

No. 230 s. 2014

**CLUSTER CONFERENCE-WORKSHOP OF SECONDARY SCHOOL HEADS  
AND TLE TEACHERS**

**To : Assistant Superintendent/OIC  
Education Supervisors/Coordinators  
Secondary School Heads**

1. The field is hereby informed that there will be a Cluster Conference-Workshop of all School Heads and TLE Teachers at the Division Conference Hall following the schedule below:

Group	Date
Northeast	May 26, 2014 (8:00-12:00)
Northwest	May 26, 2014 (1:00-5:00)
Southwest	May 27, 2014 (8:00-12:00)
Southeast	May 27, 2014 (1:00-5:00)

2. It is advised that school heads should be with the teachers during the said conference.
3. A registration fee of P75 shall be collected from each participant to defray expenses for snacks.
4. Travelling expenses, registration fee and other incidental expenses incurred relative to the conduct of this conference are chargeable against School MOOE/SEF/PTA/STEP funds subject to its availability and the usual accounting rules and regulations.
5. This serves as participants' **Authority to Travel**.
6. Immediate and wide dissemination of this Memorandum is desired.

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

Telephone Numbers:  
Schools Division Superintendent (032556405)  
Asst. Schools Division Superintendent (032) 414-7457  
Accounting Section (032) 254-2632  
Disbursing Section (032) 255-4401  
Admin/Legal (032) 253-7847

Website: [www.depedcebuprovince.com](http://www.depedcebuprovince.com)  
E-mail Add: [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)