



July 9, 2014

DIVISION MEMORANDUM
No. 316, s. 2014

**2014 GENERAL ASSEMBLY OF PRIVATE SCHOOL PRESIDENTS,
ADMINISTRATORS, AND PRINCIPALS**

TO : Assistant Superintendents
Division Supervisors/Coordinators
Private School Presidents, Administrators, and Principals

1. Recognizing the complementary roles of the private schools in the basic education system, this Office announces the conduct of the **2014 GENERAL ASSEMBLY OF PRIVATE SCHOOL PRESIDENTS, ADMINISTRATORS AND PRINCIPALS** on July 18, 2014 at the Executive Dining Hall of the Ecotech Center, Sudlon, Lahug, Cebu City. This is a whole day assembly that will start with the registration and opening program at exactly 8:00 o'clock in the morning.
2. Participants to the Assembly are the Private School Presidents, Private School Administrators, Principals, and Division Education Program Supervisor-in-Charge of Private Schools. Considering the importance of the said gathering, all schools are enjoined to participate.
3. The assembly aims to:
 1. Discuss pertinent organizational concerns that will include but not limited to organizational president and financial reports;
 2. Discuss recent updates from the Department of Education;
 3. Elect new leaders of the organization as provided for in the CEDAPSA Incorporation and By Laws; and
 4. Other developmental concerns and issues.
4. Private School Principals are to bring the following reports to the conference, to wit:
 1. Copy of the School Child Protection and/or Anti-Bullying Policy;
 2. Report on relevant information and statistics on bullying and retaliation from the preceding school year. (Enclosure No. 1);
 3. List of GASTPE recipient students by year level (**for Secondary Schools with GASTPE grants only**);
 4. List of Grade 9 students for the National Career Assessment Examination (NCAE);
 5. List of Teachers with their subject/grade/year level handled for 2014 – 2015;
 6. Photocopy of the latest Permit or Certificate of Recognition (*for validation of the new list of private schools*)
5. Registration fee of Five Hundred Pesos (PhP 500. 00) shall be collected from each participant to defray expenses for meals, snacks, venue rental, and other incidental expenses of the conference. Expenses incurred by the private school participants shall be chargeable to private school funds, while travel and other incidental expenses incurred by the Division Education Supervisor-in- Charge of Private Schools shall be charged against division funds.
6. This Memorandum shall serve as Travel Authority of all the participants.
7. Wide dissemination and preferential attention of this Memorandum is desired.

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

