



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



May 18, 2016

**DIVISION MEMORANDUM**

No. 239As, 2016

**3<sup>rd</sup> DIVISION EXECUTIVE CONFERENCE**

**TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS, EPS/COORDINATORS  
PSDS's/DISTRICT CARETAKERS/OIC's  
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
SECTION HEADS AND ALL OTHERS CONCERNED**

1. For the information of all concerned, this Office is scheduling the **3<sup>rd</sup> Division EXECON 2016** on the following dates at DepEd Ecotech Center.  
  
May 25, 2016 - Secondary School Heads  
May 26, 2016 - Elementary School Heads North with the District Supervisors  
May 27, 2016 - Elementary School Heads South with the District Supervisors
2. All Education Program Supervisors, Coordinators and Section Heads are expected to be present in all schedules. Please come in Corporate Attire. Meeting starts at exactly 8:00AM and ends at 5:00PM.
3. Host Districts are hereby reminded to prepare for the Opening and Closing Programs including Un-freezers between sessions.
4. Travel expenses and a registration of Three Hundred (P300.00) Pesos that will be collected from each participant to defray meal and snacks expenses, are chargeable to Division/School MOOE subject to auditing rules and regulations.
5. School Heads and District Supervisors are reminded to ensure that all classes are going on in respective schools except for classes/grades whose teacher is a Teacher In-Charge and a participant in the said EXECON.
6. For dissemination, guidance and strict compliance.

  
**RHEA MAR A. ANGTUD, CESO VI**  
Schools Division Superintendent