



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



MAY 19 2016

DIVISION MEMORANDUM

No. 239B, s. 2016

DIVISION EXECUTIVE CONFERENCE

To: Assistant Superintendents
 Division Chiefs
 Education Program Supervisors/Coordinators
 District Supervisors/OICs/Caretakers
 School Heads

1. The field is hereby informed of the Division Executive Conference to be held at Ecotech Center, Sudlon, Lahug, Cebu City on the following schedule:

May 25, 2016 (8:00 AM to 5:00 PM)	Secondary School Heads
May 26, 2016 (8:00 AM to 5:00 PM)	PSDS/OICs/Caretakers and Elementary School Heads of districts and schools from Northern Cebu (Balamban to Cordova)
May 27, 2016 (8:00 AM to 5:00 PM)	PSDS/OICs/Caretakers and Elementary School Heads of districts and schools from Southern Cebu (Pinamungajan to Minglanilla)

2. Due to the importance of this activity all concerned are directed to attend in their respective schedule. Sending of representative in lieu of the authorized participant is not allowed.

3. Expenses such as meals and snacks of the participants, rental of the venue, travelling expenses of PSDS/OICs shall be charged against the Division Training Funds while travelling expenses of the school heads shall be charged against their School MOOE, subject to availability and the usual accounting and auditing rules and regulations.

4. This Memorandum shall serve as "Authority to Travel" of participants.

5. Immediate dissemination of and compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, ED.D., CESO VI
 Schools Division Superintendent