



June 15, 2016

DIVISION MEMORANDUM
No. 298, s. 2016

2016 SCHOOL OPENING DIVISION CONFERENCE

TO : Assistant Superintendents
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Public Secondary School Heads
Heads, Elementary and Secondary Private Schools
Heads, Private and State Universities and Colleges

1. This Office announces the conduct of the **2016 SCHOOL OPENING DIVISION CONFERENCE** on June 17, 2016 at Ecotech Center, Cebu City.
2. The conference aims to get first hand data and assessment from the field on the school opening activities. It is likewise expected at the end of the Conference that policy directions of the Division is articulated and disseminated to the school managers of the public and private schools of the province.
3. Participants to the Conference will be the District Supervisors, Lead Secondary Principals and Principals/Administrators of the Private Schools (Pre-Elementary, Elementary and Secondary). All participants are expected to bring the following, to wit:
 - a. Narrative Report on the School Opening Activities (text, figures & pictures)
 - b. Enrolment Report as of Thursday, June 16, 2016 (duly segregated)
 - c. Classroom Construction Updated Report (use the latest format provide) with pictures as of Thursday, June 16, 2016
 - d. Reports on
 - No. of Grade 10 Completers
 - No. of Transferred Out (To Private & To Public Schools)
 - No. of Transferred In (From Private & From Public Schools)
 - No. of Students who did not claim their Form 138
 - No. of Students per Track/Strand/Specialization

e. For the Private Schools:

- List of GASTPE Recipients by Year Level
- List of Anticipated SHS Voucher Recipients (from Public & from Private Schools)
- Enrolment Report (Pre-Elementary, Elementary, Secondary)
- Photocopy of the Government Permit or Government Recognition

4. A registration fee of **Four Hundred Pesos (P 400. 00)** will be collected to defray expenses for the venue rental, two (2) snacks, one (1) lunch and other incidental expenses of the conference chargeable against division/school MOOE funds/, subject to the usual accounting and auditing rules and regulations, while registration for the private schools is chargeable to private schools funds.

5. Considering the importance of this Conference, all concerned school officials are strictly enjoined to attend.

6. This Memorandum serves as **TRAVEL AUTHORITY** of all participants.

7. Immediate dissemination and strict compliance of this Memorandum is directed.


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

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
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
E-mail Add : depedcebuprovince@yahoo.com