

August 1, 2016

DIVISION MEMORANDUM

No. 403 s. 2016


**ONE-DAY CONFERENCE OF ALL DISTRICT/MUNICIPAL MAPEH
COORDINATORS**

To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads
Heads, Private Elementary and Secondary Schools

1. This Office announces the conduct of a One-Day Conference of All District and Municipal MAPEH Coordinators on August 3, 2016 at the Applied Nutrition Center (ANC), Banilad, Cebu City.
2. The conference will start at 8:00 in the morning until 5:00 in the afternoon.
3. Participants to said conference are the designated District PESS Coordinators for the Elementary and the Municipal MAPEH Coordinators for the Secondary (1 per District and Municipality only).
4. All participants are enjoined to bring the following important documents to be used during the conference:
 - List of least mastered skills and competencies where MAPEH teachers need technical assistance;
 - List of Teachers handling the different components of MAPEH per school;
 - List of Master Teachers in MAPEH in the District/Municipality;
 - Calendar of Activities in MAPEH;
5. A registration fee of Php 500.00 shall be collected from each participant to defray expenses for food, 2 snacks and venue rental.
6. School Heads are directed to ensure the attendance of their respective District PESS and Municipal MAPEH Coordinators.
7. This Memorandum serves as **Authority to Travel** of the participants.

8. Traveling expenses, registration fee and other incidental expenses incurred by the participants during the conference shall be chargeable against School MOOE/PTA/SEF and other local funds, subject to the usual accounting and auditing rules and regulations.

9. Immediate and wide dissemination of this Memorandum is desired


RHEA MARIA 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

Website: www.depedcebuprovince.ph

E-mail Add: depedcebuprovince@yahoo.com