



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



October 7, 2016

Division Memorandum

No. 634, s. 2016

**ONE-DAY CONFERENCE OF DISTRICT PRESCHOOL
COORDINATORS (DPCs)**

To: Assistant Division Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary School Heads

1. This Office announces the conduct of a **One-Day Conference of all District Preschool Coordinators** on **October 12, 2016** at the **Function Room of Civil Service Regional Office, Sudlon, Lahug, Cebu City**.
2. District Preschool Coordinators are requested to bring the following:
 - a. List of schools in the District that do not have Kindergarten teachers and classes are handled by other grade level teachers/school heads;
 - b. list of untrained Kindergarten teachers.
3. Travelling expenses and a registration fee of Php 450.00 (to defray the expenses for the venue, lunch and 2 snacks) shall be chargeable against school MOOE, subject to the usual accounting and auditing rules and regulations.
4. This Memorandum serves as Authority to Travel.
5. Immediate and wide dissemination of this Memorandum is directed.


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Schools Division Superintendent

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