

November 17, 2016

DIVISION MEMORANDUM



No. 738, s. 2016

**URGENT PLANNING CONFERENCE FOR THE DIVISION
DRUG ABUSE PREVENTION AND CONTROL WEEK**

**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 **"URGENT PLANNING CONFERENCE FOR THE DIVISION DRUG ABUSE PREVENTION AND CONTROL WEEK"** on **November 21, 2016** at **Consolacion National High School, Consolacion, Cebu** from **8:00 a.m. to 5:00 p.m.**
2. Objectives for this conference workshop are as follows:
 - a. extend the week long celebration from November 13 – 19, 2016 to November 20 – 26, 2016;
 - b. plan activities for the week long celebration of the Drug Abuse Prevention and Control Week;
 - c. prepare everyone for the incoming activity related to the celebration; and
 - d. ensures active participation of all concerned.
3. Relative to this, Division Association for AP Group Officers-Secondary, Secondary Social Studies Coordinators, and Secondary Lead Principals are enjoined to participate in this conference workshop.
4. Traveling, per diem, and other incidental and related expenses incurred in connection with the participants' attendance to the said activity shall be chargeable against **Local School MOOE/ SEF/ PTA Funds**, subject to its availability and the usual accounting and auditing rules and regulations. Travelling and other incidental expenses of the Division representatives to the Conference shall be chargeable against **Division InSET Funds**.
5. This Memorandum serves as **"Authority to Travel"** of the participants.


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Schools Division Superintendent

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