



Republic of the Philippines
Department of Education
Region VII, Central Visayas
Division Office - Cebu Province
Sudlon, Lahug, Cebu City



February 7, 2017

DIVISION MEMORANDUM

NO. 92, s. 2017

Division Executive Conference (ExeCon) for February 2017

**TO: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors/SEPS/EPS/Coordinators
Public Schools District Supervisors (PSDSs)/OICs
Principals/Heads of Elementary and Secondary Schools
Section/Unit Heads
All Others Concerned**

1. The office hereby informs the field for the **Executive Conference (ExeCon)** for this quarter at DepEd Ecotech Center Pavilion from **8:00AM to 5:00PM** on the following dates:

February 27, 2017 (Monday)-Secondary & Elementary School Heads with PSDSs in the North; and

February 28, 2017 (Tuesday)-Secondary & Elementary School Heads with PSDSs in the South.

2. Senior management staff/division chiefs will gather together on **February 23, 2017 (Thursday)** for the **Management Committee (MANCOM) Meeting** at the **Division Conference Hall (2nd floor)** at exactly **9:00AM**.

3. All **Education Program Supervisors, Coordinators, Senior Education Program Specialists, Education Program Specialists and Section/Unit Heads** are expected to be present in all schedules. Please come on **Corporate Attire**.

4. The following are the designated hosts for this activity:

4.1 **Secondary & Elementary School Heads from Daanbantayan, Medellin and Pilar for February 27th schedule (North); and**

4.2 **Secondary & Elementary School Heads from Badian and Alegria for February 28th (South) schedule.**

5. Host/s are hereby reminded to prepare for the Opening and Closing Programs including Un-freezers between sessions.
6. Travel expenses and a registration of **Three Hundred Pesos (Php 300)** that will be collected from each participant to defray meal/s and snacks expenses, are chargeable to **Division/School MOOE** subject to auditing rules and regulations.
7. **Teachers-in-Charge (TICs)** who are teaching classes and also participants to this **EXECON** are reminded to ensure that classes will not be disrupted in their respective schools.
8. Hosts in the previous EXECON (December 2016) are directed to submit immediately the **Minutes** at the Promotional Office c/o **Dr. Novie O. Mangubat (SGOD Chief)**.
9. This **Memorandum** serves as **Travel Authority** of all the participants.
10. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**


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