



Republic of the Philippines

Region VII, Central Visayas

Sudlon, Lahug, Cebu City



May 5, 2017

**DIVISION MEMORANDUM**

No. 289 s. 2017

**ONE-DAY CONFERENCE OF PSDS's, DISTRICT AND MUNICIPAL ADOPT-A SCHOOL PROGRAM/BRIGADA ESKWELA COORDINATORS**

To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors  
Elementary and Secondary School Heads

1. This Office announces the conduct of a One-Day Conference of PSDS's, District and Municipal Adopt-A-School Program/Brigada Eskwela Coordinators on May 11, 2017 at DepEd Ecotech Pavilion, Sudlon, Lahug, Cebu City.
2. School Heads are directed to ensure the attendance of their District and Municipal Brigada Eskwela Coordinators.
3. The conference shall start at 8:30 in the morning. Participants are expected to observe punctuality.
4. Those who have not yet submitted their 2017 Brigada Eskwela School Communication Work plan are directed to submit it on the day of the conference.
5. This Memorandum serves as Authority to Travel of the participants.
6. Traveling and other incidental expenses of the participants shall be chargeable to Local School MOOE while venue rental, food for lunch and two snacks shall be chargeable against Division funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.

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