



October 24, 2017

DIVISION MEMORANDUM

No. 708 s. 2017

**ONE - DAY CONFERENCE OF ALL DISTRICT, MUNICIPAL SPORTS AND CULTURAL COORDINATORS AND MEMBERS OF THE DIVISION CREDENTIAL'S COMMITTEE**

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

1. The field is hereby informed on the conduct of a One-Day Conference of All District, Municipal Sports and Cultural Coordinators and Members of the Credential's Committee On October 27, 2017 at the Applied Nutrition Center, Banilad, Cebu City.
2. The conference aims to discuss pertinent information relative to the preparation of the athletes' and coaches' credentials for the 2017 Cebu Provincial Sports and Cultural Meet.
3. All participants to this conference are directed to be at the venue at exactly 8:00 in the morning and observe time on task. Bringing of flash drive for use in saving the electronic forms of credentials is directed.
4. All District Supervisors and School Heads are enjoined to send their District and Municipal Sports and Cultural Coordinators and ensure 100% attendance.
5. This Memorandum serves as Authority to Travel of the participants.
6. A registration fee of Five Hundred Pesos (P 500.00) inclusive of two snacks and food for lunch shall be collected.
7. Registration fee, traveling and other incidental expenses incurred by the participants in their attendance to said conference shall be chargeable against Local School MOOE, subject to the usual accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this Memorandum is desired.

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