



November 5, 2017

DIVISION MEMORANDUM

No. 738, s. 2017

**AP CONFERENCE AND PLANNING FOR THE CONDUCT OF DIVISION
LEVEL POP QUIZ AND ON-THE-SPOT SKILLS COMPETITIONS**

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

1. This Office announces the **AP Conference and Planning for the Conduct of Division Level Pop Quiz and On-The-Spot Skills Competition** on November 10, 2017 from 8:00 a.m. to 5:00 p.m. at DepEd Ecotech Center Lahug, Cebu City
2. Objectives of this AP conference and planning are as follows:
 - a. sharing of the CIGPs' encountered by teachers' in their respective schools or area;
 - b. identify best practices initiated related to academic performances of the students;
 - c. providing TA to the AP teachers;
 - d. discusses the updates and the incoming activities for the Pop Quiz and on-the-spot skills competition;
 - e. plot the schedule and lay down plans for the conduct of the activities and contests for each municipality;
 - f. establishes mechanics and guidelines for the Division Contests of the Pop Quiz and On-the-spot skills competition; and
 - g. others
3. Participants of this conference are the AP Coordinators in every Secondary Schools.
4. Registration fee of **Four Hundred Fifty Pesos (Php 450.00)** shall be collected. 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.
5. This Memorandum serves as Authority to Travel.
6. Immediate dissemination of this Memorandum is desired.


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Schools Division Superintendent

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