



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



July 9, 2018

**DIVISION MEMORANDUM**

No. 453, s. 2018

**PRE-PLANNING CONFERENCE FOR THE HOSTING OF THE 2018 REGIONAL  
SCHOOLS PRESS CONFERENCE (RSPC)**

**To: Assistant Superintendents  
Chiefs, CID and SGOD  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads of Balamban 1 and 2**

1. This Office announces the conduct of the **Pre- Planning Conference for the Hosting of the 2018 Regional Schools Press Conference (RSPC)** at the Executive Dining Hall, DepEd Ecotech Center, Sudlon, Lahug, Cebu City on July 20, 2018 from 8:00 AM to 5:00 PM.
2. This conference aims to:
  - 2.1. discuss the guidelines in the conduct of the Regional Schools Press Conference (RSPC);
  - 2.2. define the roles and functions of the various working committees;
  - 2.3. identify the resources needed for each area of concern; and
  - 2.4. design the committee communication/work plan for the conduct of the RSPC.
3. Required to attend this conference are the CID and SGOD Chiefs, CID and SGOD EPSs, District Supervisors of Balamban I and II, SEPS, EPS II, EPSAs, Officers of the School Paper Advisers of Cebu Province Association Inc. (SPACePro AI), all elementary and secondary school heads of Balamban I and II, and the Presidents of the School Paper Advisers Association of Balamban I and II.
4. Expenses for lunch and two (2) snacks, venue rental, conference materials and other related expenses shall be chargeable against **Division Funds**, while traveling and other incidental expenses of school based personnel shall be chargeable against **local school MOOE/SEF/Campus Journalism funds**, subject to their availability and the usual accounting and auditing rules and regulations.
5. This Memorandum serves as participants' Authority to Travel.
6. Immediate dissemination of and compliance with this Memorandum is directed

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