



June 17, 2013

DIVISION MEMORANDUM
No. 324, s. 2013

**DIVISION CONFERENCE OF ALL PRIVATE SCHOOL ADMINISTRATORS/
PRINCIPALS/ SCHOOL HEADS**

TO : OIC, Assistant Superintendents
Division Supervisors/Coordinators
Heads, Private Pre-School, Elementary and Secondary Schools

1. To enhance the collaboration and cooperation of all private schools in the Division of Cebu Province, this Office is calling for a **DIVISION CONFERENCE OF ALL PRIVATE SCHOOL ADMINISTRATORS/ PRINCIPALS/ SCHOOL HEADS** on July 1, 2013 from 8: 00 o'clock in the morning to 5: 00 o'clock in the afternoon at the Executive Dining Hall of Ecotech Center, Lahug, Cebu City.
2. The said conference aims to:
 1. Review and revisit pertinent policies on private school operations and other related laws, regulations and policies,
 2. Plan out activities that would enhance the collaboration and cooperation of private schools in achieving the national standards, programs and goals of DepED,
 3. Come up with an initial work plan and programmatic activities that would enhance the private schools operations in the province, and
 4. Other related and pertinent concerns and discussions.
3. Participants to the conference are to bring the following documents, to wit:
 1. Copy of their permit to operate/ government recognition permit,
 2. Enrolment report, Class Program and Teachers Program,
 3. 2012 – 2013 Performance Indicators, Form 20, NAT 6, NAT 4, NCAE Results Summary,
 4. Application for Permit to Overload (for graduating students only) and other due reports.

4. A registration fee of **THREE HUNDRED FIFTY PESOS (P 350. 00)** per participant will be collected by the CEDAPSA Officers to defray expenses for lunch, snacks, conference materials, venue and other expenses of the conference. Traveling and other expenses of the Division representative to the conference shall be chargeable against division funds.
5. Considering the importance of the said conference, all private school heads under the Division of Cebu Province are enjoined to attend. Registration of participants starts at 8:00 o'clock in the morning.
6. Immediate dissemination of this Memorandum to all concerned is desired.

ARDEN D. MONISIT, Ed. D
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com

DIVISION CONFERENCE OF ALL PRIVATE SCHOOL ADMINISTRATORS/ PRINCIPALS/ SCHOOL HEADS

PART 1 REGISTRATION AND OPENING PROGRAM 8:00–9:00

- ~ Honoring the Nation
- ~ Opening Prayer
- ~ Welcome Address - **Dr. Nonita P. Legaspi**
CEDAPSA President
- ~ Statement of Purpose - **Mr. Isaiash T. Wagas**
Division Coordinator for Private Schools
- ~ Message - **Dr. Arden D. Monisit**
Schools Division Superintendent

PART 2 CONFERENCE PROPER 9: 30 – 5:00

- ~ Division Coordinator's Time - **Mr. Isaiash T. Wagas**
Division Coordinator for Private Schools
- ~ Division Planning Office Time - **Mrs. Agustina Albiso**
Division Planning Officer
- ~ Pre-School Coordinator's Time - **Mrs. Gladys Balagtas**
Division Coordinator for Pre-Schools
- ~ Open Forum - **Dr. Nonita P. Legaspi**
CEDAPSA President
- ~ Closing Remarks - **Ms. Mary Paulin**
CEDAPSA Consultant
- ~ Community Singing

Host: Ms. Charito Alagbay