



July 8, 2013

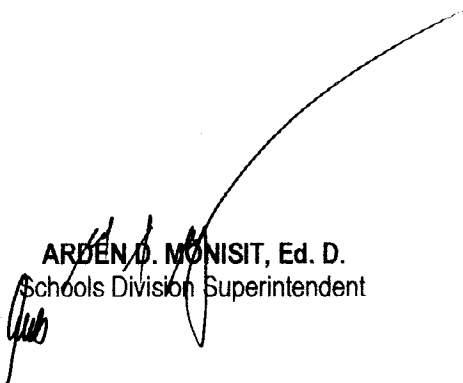
**DIVISION MEMORANDUM**

No. 343 s. 2013

**CONFERENCE FOR ALL PUBLIC SCHOOL DISTRICT SUPERVISORS/DISTRICT OICs AND  
DISTRICT PRESCHOOL COORDINATORS**

**To: OIC, Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
District Preschool Coordinators**

1. To finalize and validate reports submitted from the Districts on the implementation of the Kindergarten Program, this Office announces the conduct of a **Conference for All Public School District Supervisors/District OICs/Caretakers and District Preschool Coordinators** on Monday, July 15, 2013 from 8:00 a.m. to 5:00 p.m. at the DepEd Applied Nutrition Center, Banilad, Cebu City.
2. Relative thereto, all Districts are expected to bring School Level Reports on Forms A to D and District Consolidation Form E in soft and hardcopy. Please follow the attached prescribed format or you can refer to Regional Memo No. 379, s. 2013. Soft copies shall be saved in a CD, excel format.
3. A registration fee of Php 350.00 per participant shall be collected to cover two snacks, lunch and rental of venue. Traveling and other allowable expenses shall be chargeable against Local School Board/PTA/School MOOE Funds, subject to availability and the usual accounting and auditing rules and guidelines.
4. This Memorandum shall serve as Authority to Travel.
5. Immediate dissemination of this Memorandum is desired.

  
**ARDEN D. MONISIT, Ed. D.**  
Schools Division Superintendent

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