



August 9, 2013

Division Memorandum  
No. 428 s. 2013

**LIVE-OUT SEMINAR-WORKSHOP ON GAD WITH FOCUS ON FINANCIAL  
MANAGEMENT, RESPONSIBLE PARENTHOOD, EFFECTIVE  
COMMUNICATION AND MEDIA EDUCATION**

To : OIC, Assistant Superintendents  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. This Office announces the conduct of a Live-Out Seminar-Workshop on GAD with Focus on Financial Management, Responsible Parenthood, Effective Communication and Media Education on August 16-17, 2013 at the following venues:

- |   |                                   |
|---|-----------------------------------|
| a. Greenhills NHS                       | San Fernando Teachers- Secondary  |
| b. San Fernando Municipal Covered Court | San Fernando Teachers- Elementary |

2. Considering the importance of this activity, this Office directs all the personnel involved to take into account the needed preparation to ensure 100% attendance.

3. The registration fee of **One Thousand Five Hundred Ten Pesos (Php 1, 510.00)** per participant for training fee, training kits and meals is charged to **Division GAD Funds**, while the travel expenses to **local school/SEF/MOOE/PTA Funds**, subject to the existing accounting and auditing rules and procedures.

4. This Memorandum serves as participants' Authority to Travel.

5. Immediate dissemination of the contents of this Memorandum 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
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
Admin/Exec:	(032) 252-7847

Website : [www.depedcebuprovince.com](http://www.depedcebuprovince.com)  
E-mail Add : [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)