



September 24, 2013

DIVISION MEMORANDUM

No. 546 s. 2013

**ONE-DAY CONFERENCE OF ALL DISTRICT/MUNICIPAL
CULTURE AND ARTS COORDINATORS**

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

1. In preparation for the smooth conduct of the cultural events in the 2013 Provincial Sports and Cultural Festival, this office announces to the field the holding of the One-Day Conference of All District/Municipal Culture and Arts Coordinators at the Division of Cebu Conference Hall, IPHO Bldg., Sudlon, Lahug, Cebu City from 8:00 – 5:00 p.m. on September 30, 2013.
2. The conference aims to tackle the following objectives, to wit:
 - Define duties, functions and responsibilities of a District/Municipal Coordinator in Culture and Arts;
 - Discuss schedules of activities and workshops relative to the conduct of the Provincial Sports and Cultural Festival;
 - Discuss specific mechanics, guidelines and criteria of the different cultural events to be competed during the meet;
 - Elect new set of officers for the Division Culture and Arts group.
3. All Coordinators are advised to bring the filled-up cultural entry forms in the District/Municipality.
4. This Memorandum shall serve as Authority to Travel for all the concerned cultural coordinators.
5. Transportation and other incidental expenses incurred by the participants shall be chargeable against local school MOOE/SEF/PTA or any fund subject to their availability and the usual accounting and auditing rules and regulations while food for lunch and a.m. and p.m. snacks shall be charged against the Division Training Funds.
6. Immediate and wide dissemination of this Memorandum is desired.

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

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