



**November 6, 2013**

**DIVISION MEMORANDUM**

No. 680, s. 2013

**WORKSHOP ON THE PREPARATION OF THE DIVISION SENIOR HIGH SCHOOL PLAN**

**To: OIC, Assistant Superintendents  
Education Supervisors/ Coordinators  
Secondary School Heads**

1. This Office announces the conduct of the **Workshop on the Preparation of the Division Senior High School Plan** on December 9-11, 2013 at Golden Prince Hotel and Suites, Acacia Street, Corner Archbishop Reyes Avenue, Cebu City.
2. Participants to this three-day live in workshop are the Division Supervisors/Coordinators and Secondary Lead Principals.
3. They are required to bring to the venue the following:
  - Laptop
  - School Report Card
  - School Site Development Plan
3. Each Lead Principal shall be charged a registration fee of **One Thousand Eight Hundred Pesos (Php 1, 800.00)**, inclusive of meals and snacks for three days, chargeable against **local school/SEF/MOOE/PTA Funds**, while hotel accommodation for three (3) days and two (2) nights, as well as the Division Supervisors'/Coordinators' traveling expenses, meals and snacks and other expenses relative thereto, shall be chargeable against **Division INSET funds**, subject to their availability and the usual accounting and auditing rules and procedures.
4. This Memorandum serves as participants' Authority to Travel.
5. Immediate and wide dissemination 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

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