November 25, 2013

DIVISION MEMORANDUM
No. __725__ s. 2013

DIVISION CONFERENCE OF DISTRICT PESS AND
SECONDARY MAPEH COORDINATORS

To: **OIC, Assistant Superintendents**
Division Supervisors/Coordinators
District Supervisors/OICs
Lead Secondary School Principals

1.   There will be a Division Conference of all District PESS and Secondary MAPEH Coordinators on Friday, November 29, 2013 at the Cebu Division Conference Hall, 2nd Floor, IPHO Bldg., Sudlon, Lahug, Cebu City with the following schedule:
- District PESS Coordinators – 8:00 A.M to 12:00 noon
- Secondary MAPEH Coordinators – 1:00-5:00 P.M.

2.   The conference agenda:
* Roles and Functions of PESS/MAPEH Coordinators in the upcoming
        Cebu Provincial Sports and Cultural Festival
*Action steps to improve sports & cultural performance of the province
*Guidelines/House Rules –Billeting Quarters; athletes' credentials, etc.

3.   PESS / MAPEH Coordinators involved are requested to bring with them the following:
*Athletes' sizes of feet, right & left mounted on a cardboard with labels
*Athletes' sizes - t-shirts; short pants; jogging pants; prescribed uniform like
        sando for athletics, basketball and volleyball; swim suit and trunk

4.   District Supervisors / OICs / Lead Secondary Principals are requested to inform their District PESS/Secondarry MAPEH Coordinators respectively to ensure 100% attendance.

5. Travel and other expenses incurred by the participants during the conference shall be charged against School MOOE/SEF funds, subject to its availability and the usual accounting and auditing rules and regulations while other incidental expenses shall be charged against Division INSET Funds.

6. This Memorandum shall serve as the participants' Authority to Travel.

7. Immediate dissemination of this Memorandum is desired.

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