



**December 2, 2013**

**DIVISION MEMORANDUM**

No. 735, s. 2013

**LIVE-OUT SEMINAR-WORKSHOP ON STRESS MANAGEMENT, MEDIA EDUCATION  
AND COMMUNICATION ARTS**

**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 Stress Management, Media Education and Communication Arts on December 6-7, 2013 at the following venues:
  - a. Borbon Central School, Borbon, Cebu
  - b. Tabogon Central School, Tabogon, Cebu
2. Participants to this activity are the elementary and secondary school teachers of Borbon and Tabogon, Cebu.
3. Considering the importance of this activity, this Office directs all the personnel involved to take into account the needed preparation to ensure 100% attendance.
4. The registration fee of **One Thousand Six Hundred Thirty Pesos (Php 1, 630.00)** per participant for training fee, training kits, meals and snacks is chargeable against **Division Training Funds**, while the travel expenses to **local school/SEF/MOOE/PTA Funds**, subject to the existing accounting and auditing rules and procedures.
5. This Memorandum serves as participants' Authority to Travel.
6. 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

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