



December 3, 2013

DIVISION MEMORANDUM
No. 739, 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 16-17, 2013 at the following venues:
 - a. Malbago ES, Daanbantayan- San Remigio II (Elementary)
San Remigio (Secondary)
 - b. Daanbantayan NHS - San Remigio I (Elementary)
2. Participants to this activity are the elementary and secondary school teachers of San Remigio, 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.

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Schools Division Superintendent

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