



DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

December 05, 2013

DIVISION MEMORANDUM

No. 744, s. 2013

HALF-DAY PLANNING CONFERENCE FOR ELEMENTARY ENGLISH READERS' FEST 2013

To: OIC, Assistant Superintendents
Division Supervisors/ Coordinators
District Supervisors/ OICs
Elementary School Heads

1. In preparation for the smooth administration of the division's collaborative effort in developing our pupils' reading abilities, this Office announces the conduct of a **Half-Day Planning Conference for the Elementary English Readers' Fest 2013** at DepED Cebu Province Conference Hall, IPHO Bldg. on Monday, December 9, 2013 from 8:00 AM to 12:00.
2. This forum shall provide the venue for:
 - a. creating working committees for the Elementary English Readers' Fest;
 - b. delineating committee members' functions and duties; and
 - c. threshing out issues re co-hosting the affair with *Basa Pilipinas* of USAID.
3. Participants to this conference are all the District Subject Specialists (DSSs) in English.
4. Participants' lunch and snacks shall be charged to Division INSET/MOOE funds, while travel and other expenses shall be chargeable against school MOOE/SEF/local school board funds, subject to availability and the accounting and auditing rules and procedures.
5. This Memorandum serves as the participants' authority to travel.
6. Immediate dissemination of this Memorandum to all concerned is desired.

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