



December 10, 2013

**DIVISION MEMORANDUM**

No. 749, 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 18-19, 2013** at the following venues:

Venues	Participants
Arcelo MNHS	Liloan-Secondary Mulao ES, E.Veloso ES, Tiltilon ES, Simeon Ayuda ES, Sta. Cruz ES, San Roque ES, Lataban ES, Tabla ES
Liloan CS	Liloan CS, Suba ES, Jubay ES, Catarman ES, Tayud ES, Yati ES, Calero IS

2. Considering the importance of this activity, this Office directs all the personnel involved to take into account the needed preparation to ensure 100% attendance.
3. 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.
4. This Memorandum serves as participants' Authority to Travel.
5. Immediate dissemination of the contents of this Memorandum is desired.

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

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