



**DIVISION MEMORANDUM**  
No. 237, s. 2014

**MAY 29 2014**

**DIVISION CONFERENCE OF DISTRICT PRE-SCHOOL COORDINATORS**

To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs/Caretakers  
Elementary and Secondary School Heads

1. In order to ensure orderly opening of kinder classes on June 2, 2014, District Pre-School Coordinators and the Division Pre-School Coordinator are directed to attend the "Division Conference of Pre-School Coordinators", scheduled on May 31, 2014 (Saturday) at the Division Conference Hall from 8:00 AM to 5PM.
2. Teacher-Applicants who are proposed to occupy the newly created Kindergarten items for SY 2014-2015 are also requested to attend.
3. Expenses relative to the holding of the conference such as meals and snacks of the participants shall be chargeable to the Division INSET funds, while travelling expenses of District Pre-school Coordinators/Division Pre-School Coordinator shall be chargeable to District/School funds subject to availability and the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum is directed.

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

ADM/rng14

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