



**DIVISION MEMORANDUM**

No. 374, s. 2014

**CONFERENCE-WORKSHOP OF SECONDARY SCHOOL HEADS  
ON THE FILLING-UP OF FY 2014 TEACHER-1 ITEMS**

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

1. In order to facilitate the smooth and orderly filling-up of newly-created Teacher-1 items for secondary schools, the field is hereby informed that a conference-workshop on the filling-up of the newly-created Teacher-1 items will be conducted on August 15, 2014 (8:00 A.M. – 12:00 P.M.) by the Division Personnel Selection Board at the Division Social Hall, IPHO Building, Sudlon, Lahug, Cebu City.
2. Participants to the said activity are School Heads of the recipient secondary schools, Area Supervisors and members of the Division Personnel Selection Board.
3. Expenses relative to the conduct of the said conference shall be charged against the Division Training Fund/School MOOE, subject to its availability and the usual accounting and auditing rules and regulations.
4. This Memorandum serves as your "Authority to Travel".
5. Immediate and wide dissemination of this Memorandum is desired.

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

ADM/rng14

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