



September 15, 2014

**DIVISION MEMORANDUM**  
No. 447 s. 2014

**SECOND DIVISION EXECUTIVE CONFERENCE  
FOR SCHOOL YEAR 2014-2015**

**To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Central School Principals  
Secondary Lead Principals**

1. The **2<sup>ND</sup> Division Executive Conference for School Year 2014-2015** shall be held at Villa Asela Resort, Bangbang, Cordova, Cebu on September 26, 2014 from 8:00 AM to 5:00 PM.
2. Participants to this conference are the District Supervisors/OICs, Central School Principals and Secondary Lead Principals.
3. Relative to this, all travels of the expected participants are hereby cancelled in preference for the said conference.
4. Participants who are not familiar with the place shall assemble at Cordova Central School before 7:00 AM. They will be ushered by the host school heads to the said venue.
5. Travel Expenses of Central School and Secondary Lead Principals shall be chargeable against **local school MOOE Funds**, while expenses for meals, snacks, venue rental, transportation of District Supervisors/OICs and Division Office personnel and other expenses relative to the conduct of the said activity, shall be chargeable against **Division MOOE/INSET Funds**, subject to the usual accounting and auditing rules and regulations.
6. This serves as participants' Authority to Travel.
7. Immediate and wide dissemination of this Memorandum is directed.

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

Telephone Numbers:

Schools Division Superintendent (032) 255-6405  
Asst. Schools Division Superintendent (032) 414-7457  
Accounting Section (032) 254-2632  
Disbursing Section (032) 255-4401

Website: [www.depedcebuprovince.com](http://www.depedcebuprovince.com)  
E-mail Add: [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)