



October 20, 2014

DIVISION MEMORANDUM
No. 544 s. 2014

**DIVISION PLANNING CONFERENCE OF ALL SECONDARY MUNICIPAL MATH
KEY PERSONS**

**To: Education Supervisors/ Coordinators
District Supervisors/OICs
Secondary School Heads
Municipal MKPs**

1. This Office announces the conduct of the Division Planning Conference of all Secondary Municipal Math Key Persons, on October 27, 2014 @ 8:00 A.M – 5:00 P.M, at Consolacion National High School, Consolacion, Cebu.
2. The objectives of the conference are the following;
 - * Finalize the committee chairman and officiating officials of the different contest area.
 - * Discuss issues and concern relative to the administration of the different contest.
 - * Finalize the clustering of Municipalities for the elimination round and billeting quarters.
3. The participants of this conference are the Municipal MKP's and Division MKP officers. The following selected administrators are requested to attend: Edito F. Lepon, Aniceta Mendez, Arlene Buot.
4. Lunch and two snacks and other incidental expenses incurred during the conduct of the conference shall be chargeable against MTAP Funds, while transportation and other expenses incurred by the participants relative to the participation of the conference shall be chargeable against SCHOOL MOOE/SEF/PTA/ local funds, subject to availability and usual accounting and auditing rules and regulations.
5. This Memorandum will serves as authority to travel of the participants.
6. Immediate and wide dissemination of this Memorandum is desired.


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Schools Division Superintendent

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