



November 13, 2014

DIVISION MEMORANDUM
No. **632** . s. 2014

PUBLIC SCHOOL TEACHERS' FORUM ON CS MATTERS

To: **District Supervisors/OICs**
Central School Principals
Secondary Lead School Principals

1. Relative to the letter of *Dir. Karin Litz P. Zerna*, Civil Service Commission, Regional Office 7, Sudlon, Lahug, Cebu City, dated October 17, 2014, a one-day Public School Teachers' Forum on CS Matters will be conducted for newly-hired teachers at the Ecotech Center, Sudlon, Lahug, Cebu City, on following schedule, to wit:

Date	Details	Remarks
24-Nov-14	with appointments issued on Jan. 3, 2014 to Aug. 12, 2014	1st Batch
25-Nov-14	with appointments issued on Aug. 13, 2014 to August 25, 2014	2nd Batch

2. Registration fee of **Three Hundred Pesos (PhP 300.00)**, inclusive of honoraria of resource speakers, training materials and certificates; and expenses for the venue, meals and snacks shall be chargeable against Division INSET Funds, while travelling expenses shall be chargeable against local school MOOE/SEF/PTA Funds, subject to availability and the usual accounting and auditing rules and procedures.

3. This Memorandum serves as your Authority to Travel.

4. For inquiry, please call Mr. Jeremy C. Denampo, Administrative Officer V, at Tel. No. 236- 4625.

5. Immediate and wide dissemination of this Memorandum is desired.

ARDEN D. MONISIT, ED. D.
Schools Division Superintendent