



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Building, Sudlon, Lahug, Cebu City



November 27, 2014

Division Memorandum  
No. 657, s. 2014

**URGENT MEETING OF ALL PUBLIC SCHOOLS DISTRICT  
SUPERVISORS/DISTRICT OICs AND  
SECONDARY SCHOOL HEADS**

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

1. There will be an urgent meeting of all Public Schools District Supervisors/District OICs and all secondary school heads on November 28, 2014 at the 3<sup>rd</sup> Floor, DepEd RO7, Sudlon, Lahug, Cebu City.

8:00 AM to 12:00 Noon – 1<sup>st</sup>, 2<sup>nd</sup>, and 6<sup>th</sup> Congressional Districts  
1:00 PM to 5:00 PM – 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Congressional Districts

2. Participants are directed to bring hard and soft copies of list of all teaching and non-teaching personnel hired on or before July 1, 2013 and file copies of 2012 SALN.

3. Travelling expenses shall be chargeable against local school MOOE/SEF PTA funds, while snacks shall be chargeable against Division INSET funds, subject to the usual auditing and accounting rules and regulations.

4. Immediate dissemination of and strict compliance with this Memorandum is directed.

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

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