



December 11, 2014

DIVISION MEMORANDUM
No. 694, s. 2014

**THIRD 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 **Third Division Executive Conference for School Year 2014-2015** shall be held at DepED Ecotech Center Pavilion, Sudlon, Lahug, Cebu City on December 23, 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. Traveling expenses shall be chargeable against **local school/SEF/MOOE Funds**, while expenses for meals and snacks, venue rental, supplies and other expenses relative to the conduct of the said activity, shall be chargeable against **Division INSET Funds**, subject to the usual accounting and auditing rules and regulations.
5. This serves as participants' Authority to Travel.
6. Immediate and wide dissemination of this Memorandum is directed.

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

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