

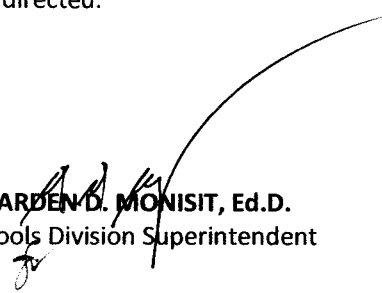
June 3, 2015

**DIVISION MEMORANDUM**  
No. 292, s. 2015

**FIRST DIVISION EXECUTIVE CONFERENCE  
FOR SCHOOL YEAR 2015-2016**

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

1. The **First Division Executive Conference for School Year 2015-2016** shall be held at DepED Ecotech Center Pavilion, Sudlon, Lahug, Cebu City on June 9, 2015 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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