



June 29, 2015

**DIVISION MEMORANDUM**

No. 369 s. 2015

**ONE-DAY PLANNING CONFERENCE OF ALL DISTRICT AND MUNICIPAL  
PESS/MAPEH AND CULTURAL COORDINATORS**

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

1. In keeping with the Sports and Cultural Development Program of this Department, this Office announces the conduct of a One-day Planning Conference of All District and Municipal PESS/MAPEH and Cultural Coordinators on July 1, 2015 at Applied Nutrition Center (ANC), Banilad, Cebu City.
2. Participants to this conference are the District PESS and Cultural Coordinators for the Elementary and the Municipal MAPEH and Cultural Coordinator for the Secondary.
3. District PESS and Cultural Coordinators in the Elementary shall have their session in the Morning from 8:00-12:00 while the Secondary shall have their session in the afternoon from 1:00 -5:00 pm.
4. The signing in of attendance in the morning shall be at 7:30 while in the afternoon shall be at 12:30 p.m. Punctuality is expected.
5. All Sports and Cultural Coordinators are required to bring their respective District/Municipal Calendar of Activities, flash drive and the list of participants to the Training on Basic Coaching for those who have not yet submitted.
6. All concerned School Heads are enjoined to ensure the attendance of their participants.
7. Participants are directed to come in sports attire.
8. This Memorandum serves as Authority to Travel of the participants.
9. Transportation to and from the venue of the participants shall be chargeable to Local School MOOE/PTA/SEF while food and snacks shall be chargeable against Division IN-SET funds, subject to the usual accounting and auditing rules and regulations.
10. Immediate and wide dissemination of this Memorandum is desired.

**ARBEND MONISIT, ED. D.**  
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 414-7457  
Accounting Section: (032) 254-2632  
Disbursing Section: (032) 255-4401

Website: [www.depedcebuprovince.ph](http://www.depedcebuprovince.ph)  
E-mail Add: [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)