



Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



August 25, 2015

DIVISION MEMORANDUM

No. 537, s 2015

**ONE-DAY CONFERENCE OF ALL DISTRICT EPP AND TLE MUNICIPAL COORDINATORS**

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

1. This Office announces the conduct of a One-Day Conference of All District EPP and TLE Municipal Coordinators on September 11, 2015 at RAFI Conference Hall, 35 Lopez Jaena Street, Cebu City from 8:00 AM to 5:00 PM.
2. The conference aims to:
  - a. discuss varied topics on tagging of school sites, tree planting monthly reports, updates of the tree growing program in schools, and;
  - b. plan for the nursery management training of all TLE and EPP coordinators.
3. Participants to this activity are the District EPP, Municipal TLE Coordinators and the Division NGP Coordinator.
4. Transportation and travelling expenses are chargeable against school/division/SEF/PTA and other local funds, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum serves as your Authority to Travel.
6. Immediate dissemination of this Memorandum is desired.

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