



September 24, 2015

**Division Memorandum**  
No. **639** s. 2015

**ONE- DAY CONFERENCE FOR SECONDARY SCHOOLS  
GUIDANCE COUNSELORS AND GUIDANCE  
TEACHER DESIGNATES**

**To: Assistant Superintendent  
Education Supervisors/Coordinators  
Secondary School Heads**

1. This Office announces the conduct of **One Day Conference For Secondary Schools Guidance Counselors And Guidance Teacher Designates** on **September 28, 2015** at **Ecotech Center, Sudlon Lahug, Cebu City**.
2. The objectives of this conference are the following:
  - a. Discuss the changes of some School Forms
  - b. Submit School Enrolment (Male – Female – Total) as of August 30, 2015 from Grades 7 to 10
  - c. Discuss activities for Career Guidance Week (October 12-16, 2015)
  - d. Organize and elect officers for the Secondary Schools Guidance Counselors Association
  - e. Other matters
3. Traveling and other incidental expenses shall be chargeable to School MOOE while the rental of the venue, meal and snacks of the participants shall be charged to Division Training/GAD Fund subject to availability and the usual accounting and auditing rules and regulations.
4. This Memorandum shall serve as "Authority to Travel" of participants.
5. Immediate and wide dissemination of this Memorandum is desired.

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

