



September 28, 2015

DIVISION MEMORANDUM
No. 649, s. 2015

**URGENT CONFERENCE OF ALL LEAD SECONDARY SCHOOL PRINCIPALS
AND DISTRICT SUPERVISORS/OICs**

TO : Assistant Superintendent
Division Supervisors/Coordinators
District Supervisors/OICs
Secondary School Heads

1. In view of the holding of the Senior High School (SHS) Summit and Caravan and SHS Validation, an **Urgent Conference of All Lead Secondary School Principals and District Supervisors/OICs** on Thursday, October 1, 2015 at Ecotech Center, Lahug, Cebu City.
2. The Conference will discuss the final preparation of the Summit and the Caravan and the forthcoming SHS Validation. Please bring to the conference the detailed plan of the Municipal SHS Summit and Caravan.
3. Travelling expenses of the participants is chargeable against **local/school MOOE** funds, while expenses for the food, snacks, venue rental and other incidental expenses shall be chargeable against **Division MOOE funds**, subject to its availability and the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.

ARDEN D. MONISIT, Ed.D
Schools Division Superintendent

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