



DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

October 9, 2015

DIVISION MEMORANDUM

No. 690, s. 2015

AREA PLANNING CONFERENCE (NE, NW, SE and SW) FOR THE ENGLISH READERS' FEST 2015

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

1. In line with the celebration of the National Reading Month in November, this Office announces the conduct of the English Readers' Fest with the theme: "Be a responsible netizen with English".
2. Relative to this, the holding of an **Area Planning Conference (NE, NW, SE and SW) for the English Readers' Fest**, in venues and on dates agreed on by District Subject Specialists (DSSs) concerned, is also announced.
3. This assembly aims to:
 - a. identify contest venues;
 - b. form contest committees and delineate members' roles;
 - c. decide on materials to be used for Read-a-Thon from Grades 3-6; and
 - d. prepare the opening and the closing programs.
4. Required to attend this cluster assembly are the District Subject Specialists (DSSs) in English in each of the areas (NE, NW, SE and SW).
5. Travel expenses of English DSSs shall be chargeable against **local school MOOE/SEF Funds**, subject to their availability and the usual accounting and auditing rules and regulations.
6. This Memorandum also serves as the participants' Authority to Travel.
7. Immediate and wide dissemination of this Memorandum to all concerned is directed.

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