



December 16, 2015

Division Memorandum
No. 858, s. 2015

**ONE-DAY CONFERENCE-WORKSHOP OF ALL SECONDARY AND
ELEMENTARY SPED TEACHERS AND SCHOOL HEADS
OF SPED CENTERS**

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

1. This Office announces the conduct of **One-Day Conference-Workshop of All Secondary and Elementary SPED Teachers and School Heads of SPED Centers** on **Monday, December 21, 2015** at **Balamban CS SPED Center, Balamban, Cebu**.
2. The points to be taken up during the conference are:
 - a. identification of SPED athletes who will participate in the Regional Sports Meet to be held in the City of Naga in January 2016;
 - b. preparation of the Annual Plan for the different activities of SPED for CY 2016;
 - c. submission of accomplishment reports for CY 2015.
3. Expenses for lunch and snacks, travelling expenses and other incidental expenses shall be chargeable against **funds allocated to SPED Centers/PTA/School MOOE/personal funds**, subject to its availability and the usual accounting and auditing rules and regulations.
4. This Memorandum serves as participants' Authority to Travel.
5. Immediate dissemination of this Memorandum is desired.


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Schools Division Superintendent