



January 11, 2016

DIVISION MEMORANDUM

No. 022, s. 2016

**PLANNING-CONFERENCE FOR THE SCHOOL YEAR 2015-2016 DIVISION
SECONDARY ENGLISH FESTIVAL**

**To: Assistant Superintendents
Division Supervisors/Coordinators
Secondary School Heads
Heads, Private Secondary Schools**

1. This Office announces the conduct of the **Planning-Conference for the School Year 2015-2016 Division Secondary English Festival** on Friday, January 15, 2016 at Consolacion National High School, Consolacion, Cebu.
2. This conference aims to orient the different committees and identified key persons who will manage the different competitions on the guidelines and mechanics of the said festival.
3. Participants to this conference are the Officers of the **Cebu Province English Advocates Society (CPEAS)**, the Secondary School Heads of Consolacion, Cebu and the Members of the Working Committees. Please refer to Enclosure No. 1 to Division Memorandum No. 013, s. 2016 for the Names of the Members of the Working Committees.
4. Traveling expenses shall be chargeable against **local school MOOE Funds**, while expenses for snacks and lunch and other incidental expenses, shall be chargeable against **CPEAS Funds**, subject to their availability and the usual accounting and auditing rules and regulations.
5. This Memorandum also serves as Authority to Travel.
6. Immediate and wide dissemination of this Memorandum is desired.


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