



Republic of the Philippines

Region VII, Central Visayas

Sudlon, Lahug, Cebu City



September 20, 2016

**DIVISION MEMORANDUM**  
NO. 564, s. 2016

**Division Executive Conference (ExeCon) for October 2016**

**TO: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisors/SEPS/EPS/Coordinators  
Public Schools District Supervisors(PSDSs)/OICs  
Principals/Heads of Elementary and Secondary Schools  
Section/Unit Heads  
All Others Concerned**

1. The office hereby informs the field for the **Executive Conference (ExeCon)** for this quarter at DepEd Ecotech Center Pavilion from **8:00AM to 5:00PM** on the following dates:

**October 1, 2016 (Saturday)-Secondary School Heads;  
October 10, 2016 (Monday)-Elementary School Heads North with PSDSs; and  
October 22, 2016 (Saturday)-Elementary School Heads South with PSDSs.**


2. All **Education Program Supervisors, Coordinators, Senior Education Program Specialists, Education Program Specialists and Section/Unit Heads** are expected to be present in all schedules. Please come on Corporate Attire.

3. The following are the designated hosts for this activity:

- 3.1 Secondary School Heads from Bantayan/Camotes Islands for October 1<sup>st</sup> schedule;
- 3.2 Elementary School Heads from Santander and Oslob for October 10<sup>th</sup> schedule; and
- 3.3 Elementary School Heads from Daanbantayan for the October 22<sup>nd</sup> schedule.

4. Host/s are hereby reminded to prepare for the Opening and Closing Programs including Un-freezers between sessions.

5. Travel expenses and a registration of **Three Hundred Pesos (Php 300)** that will be collected from each participant to defray meal/s and snacks expenses, are chargeable to **Division/School MOOE** subject to auditing rules and regulations.
6. Participants will be given **Compensatory Time-Off (CTO)** for the Saturday undertaking if they are not entitled to any service credit or overtime pay.
7. **School Heads and PSDSs** are reminded to ensure that all classes are going (October 10<sup>th</sup> schedule) on in the respective schools except for classes/grades whose teacher is a **Teacher-in-Charge (TIC)** and a participant for this **EXECON**.
8. This **Memorandum** serves as **Travel Authority** of the participants.
9. **Wide dissemination and strict compliance of this Memorandum is hereby requested.**

  
**RHEA MARA. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent