



November 07, 2016

DIVISION MEMORANDUM
No. 703, s. 2016

**PLANNING CONFERENCE FOR THE CONDUCT OF DRUG
PREVENTION WEEK & DIVISION LEVEL POP QUIZ
AND ON-THE-SPOT SKILLS COMPETITION**

**To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads
Heads, Private Elementary and Secondary Schools**

1. This Office announces the **Planning Conference for the Conduct of Drug Prevention Week & Division Level Pop Quiz and On-The-Spot Skills Competition** at Capitol Social Hall, Capitol, Cebu City on November 09, 2016 from 8:00 a.m. to 5:00 p.m.
2. Objectives of this planning conference are as follows:
 - a. discusses the updates and the incoming activities for Drug Prevention Week & the Pop Quiz and on-the-spot skills competitions;
 - b. plots the schedules and lay down plans for the conduct of the activities and contests for each municipality; and
 - c. establishes mechanics and guidelines of the Division Contests for the Pop Quiz and On-the-spot skills competition.
3. Participants of this conference are the AP Coordinators in every Secondary School.
4. **No registration fee** shall be collected however, food, traveling, and other incidental and related expenses incurred in connection to the participants' attendance in the said activity shall be chargeable against **Local School MOOE/ SEF/ PTA Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
5. This Memorandum serves as Authority to Travel.
6. Immediate dissemination of this Memorandum is desired.

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