



**DIVISION MEMORANDUM**

No. 801, s. 2016

DEC 06 2016

**DIVISION EXECUTIVE CONFERENCE**

To: Assistant Superintendents  
Chiefs of Functional Divisions  
Education Program Supervisors/Coordinators  
District Supervisors/OIC's  
Public Elementary and Secondary School Heads


1. The field is hereby informed of the schedule of the Division Executive Conference, to wit:

Participants	Date	Venue	Hosts
Secondary School Heads Division Personnel	December 19, 2016	Ecotech Center	Poro & San Francisco
Elementary SH & PSDS (South) Division Personnel	December 20, 2016	Ecotech Center	Alcantara & Moalboal
Elementary SH & PSDS (North) Division Personnel	December 21, 2016	Ecotech Center	Tabogon & Medellin

2. Participants to this conference are the Assistant Superintendents, Chiefs of the Functional Divisions, Education Program Supervisors/ Coordinators, SEPS, EPS II, District Supervisors/OIC's, elementary and secondary school heads and heads of different Service Units of the Division.

3. A Registration Fee of three hundred pesos (Php 300.00) shall be collected from each participant to defray expenses for meals, snacks and venue. Travelling expenses of field personnel and conference materials shall be charged against the Division/School MOOE, subject to its availability and the usual accounting and auditing rules and regulations.

4. Due to the importance of this activity, all concerned are directed to attend in their respective schedule. Sending of representative is not allowed. All participants are encouraged to come in their corporate attire.
5. Host Districts are directed to prepare the folders and other necessary underpinning days ahead of their schedule.
6. This Memorandum serves as "Authority to Travel" of participants.
7. Immediate and wide dissemination of this Memorandum is directed.

  
RHEA MAR A. ANGTUD, ED.D., CESO VI  
Schools Division Superintendent