

DIVISION MEMORANDUM

No. 277, s. 2017

APR 26 2017

DIVISION EXECUTIVE CONFERENCE

To: Assistant Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
District Supervisors/OICs/Caretaker
School Heads

1. The field is hereby informed of the scheduled Division Executive Conference on the following venues and date:

Districts	Venue	Date
Southern Districts	San Fernando Municipal Gym, San Fernando, Cebu (beside the Municipal Hall)	May 4, 2017
Northern Districts	Consolacion Government Center, Compostela, Cebu (infront of the Consolacion NHS)	May 5, 2017

2. The host districts (Consolacion and San Fernando) shall prepare for the venue, seminar folder/kit, opening program and accommodation of the participants. Host districts during the February Execon are directed to submit the Minutes of the Previous Meeting to the Division Office (Attention: Dr. Novie Mangubat, SGOD Chief) the soonest time possible.
3. In preparation for the Division Executive Conference, the Division Management Committee (MANCOM) will be convened on May 3, 2017 from 9:00 AM to 5:00 PM at the Division Social Hall. Members of the MANCOM such as the ASDS, Division Chiefs, EPS, and Section/Unit Heads are directed to be present on the aforementioned MANCOM and during the scheduled EXECON.
4. Registration fee in the amount of three hundred fifty pesos (Php350.00) shall be collected from each participant to defray expenses for one meal and two snacks (AM/PM).

The registration fee, travelling expenses and per diems of division personnel including the holding of the MANCOM shall be chargeable to Division Training Funds while that of school heads shall be chargeable against School MOOE, subject to availability and the usual accounting and auditing rules and regulations.

4. Participants to the conference are advised to be in their corporate attire.
5. This memorandum serves as participants' "Authority to Travel".
6. Immediate dissemination of and compliance with this Memorandum is directed.

For the Schools Division Superintendent


ESTER A. FUTALAN, ED.D.
Assistant Schools Division Superintendent
Officer-in-Charge 