



DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

25 August 2017

DIVISION MEMORANDUM

No. 545, s. 2017

ONE-DAY CONFERENCE FOR SECONDARY ENGLISH COORDINATORS

To: Assistant Schools Division Superintendents
CID/ SGOD Chiefs
Education Program Supervisors/Coordinators
District Supervisors/Coordinators
Secondary School Heads

1. This Office announces the conduct of a **One-Day Conference for Secondary English Coordinators** at DepEd Cebu Province Conference Hall at the IPHO Building in the Government Center, Sudlon, Lahug on Thursday, September 7, 2017 from 8:00 AM to 5:00 PM.
2. This cranial forum aims to:
 - a. evaluate last year's activities;
 - b. look into the least-mastered mastered skills in the NAT;
 - c. prepare questions for the least-mastered skills;
 - d. decide on appropriate interventions; and
 - e. plan for the English Festival 2017.
3. Required to attend this assembly are all Municipal Secondary English Coordinators who are required to bring to the venue their schools' latest NAT results.
4. District Supervisors/OICs and secondary school principals are hereby enjoined to inform those concerned to ensure perfect attendance during this conference.
5. A registration fee of **Three Hundred and Fifty Pesos** (Php 350.00) shall be charged each participant to cover the cost of lunch, as well as AM and PM snacks.
6. Traveling expenses and registration fee shall be charged against local school **MOOE/SEF** Funds, subject to their availability and the usual accounting and auditing rules and regulations.
7. This Memorandum also serves as the participants' Authority to Travel.
8. Immediate and wide dissemination of this Memorandum to all concerned is directed.


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