



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas

## **DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



### **DIVISION MEMORANDUM**

No. 603, s. 2017

### **3<sup>rd</sup> DIVISION EXECUTIVE CONFERENCE FOR SY 2017-2018**

To: Assistant Superintendents  
Chiefs, Functional Divisions  
Education Program Supervisors/OIC  
District Supervisors/OIC  
School Heads


1. The 3<sup>rd</sup> Division Executive Conference (EXECON) for SY 2017-2018 is scheduled on the following dates:

<b>Districts</b>	<b>Date</b>	<b>Venue</b>	<b>In-charge</b>
Southern Districts (Minglanilla to Pinamungajan)	September 28, 2017	Pavillon, Ecotech Center, Cebu City	Dalaguete
Northern Districts (Cordova to Balamban including the islands of Camotes and Bantayan)	September 29, 2017	Pavillon, Ecotech Center, Cebu City	Compostela

2. Participant to this one-day conference are: ASDS, Division Chiefs, Education Program Supervisors (EPS), Senior Education Program Specialists (SEPS), Education Program Specialist II (EPS II), Section Heads, District Supervisors and School Heads both elementary and secondary. No proxy is allowed. Participants to the EXECON are advised to come in their corporate attire.

3. A Registration Fee of four hundred pesos shall be collected from each participant to defray expenses for snacks, lunch, venue rental and conference materials. The Registration Fee, travelling and incidental expenses of the participants shall be chargeable to Division/School MOOE, subject to its availability and the usual accounting and auditing rules and regulations.

4. Prior to the EXECON, the undersigned is convening the Division Management Committee (MANCOM) on September 26, 2017 to discuss the EXECON's agenda. The venue of the MANCOM shall be announced in a separate Memorandum.
5. Participants to the MANCOM are: ASDS, Division Chiefs, EPS, SEPS, EPS-II and Section Heads.
6. All "Authority to Travel" issued by the undersigned to personnel who are members of the MANCOM that's in conflict with the MANCOM schedule is hereby cancelled. The concerned personnel are directed to postpone their travel to earlier or later date.
7. Expenses incurred in the holding of the MANCOM such as meals, snacks and venue rental shall be charged against the Division MOOE, subject to its availability and the usual accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this Memorandum is directed.

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