

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City




October 2, 2017

Division Memorandum
No. 638 s. 2017

DIVISION ALS CONSULTATIVE CONFERENCE

Assistant Superintendents
CID & SGOD Chiefs
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. This Office announces the conduct of **Division ALS Consultative Conference** on October 4, 2017 at the Division Social Hall from 8:00 a.m. to 5:00 p.m.
2. The participants for this Conference are the District ALS Coordinators (DALSCs), Mobile Teachers (MTs) and Education Program Specialist II for ALS (EPSAs).
3. Participants are requested to bring the following data for submission to the Regional Office and Central Office:
 - Updated MIS 001, 002a, 002b, 003 report;
 - Masterlist of target A&E Test Registrants;
 - Updated 3rd quarter report: List of PWD, Drug Surrenderees, Children in Conflict with the Law (CICL) learners using the same template used from the 2nd quarter report;
 - Monthly Accomplishment Report with pictures; and
 - Required documents necessary for Hardship Claims from January 2017 up to present.
4. Expenses for (1) lunch and (2) snacks shall be chargeable against **Division MOOE Funds**, while travel expenses of the participants shall be chargeable against **School MOOE and other funds**, subject to 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.


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