



DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City

3 OCTOBER 2017

DIVISION MEMORANDUM

No. 642, s. 2017

ONE-DAY PLANNING CONFERENCE FOR SCHOOL PAPER ADVISERS

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

1. This Office announces the conduct of a **One-Day Planning Conference for School Paper Advisers** at Applied Nutrition Center, Banilad, Cebu City on Monday, October 9, 2017 from 8:00 AM to 5:00 PM.
2. This intellectual forum aims to:
 - a. finalize plans for the Area Level and Division Press Conferences;
 - b. choose the venues and dates of the Area Level and Division Press Conferences; and
 - c. go over the Guidelines of the National Schools Press Conference.
3. Required to attend this assembly are all English and Filipino School Paper Advisers in both elementary and secondary public and private schools. They are required to pay a Registration Fee of **Four Hundred Pesos (Php400.00)** which covers the cost of venue rental, lunch and two (2) snacks.
4. District Supervisors/OICs are hereby enjoined to inform those concerned to ensure perfect attendance during this conference.
5. Traveling expenses and registration fee shall be charged against **School Paper Funds**, subject to their availability and the usual accounting and auditing rules and regulations.
6. This Memorandum also serves as the participants' **Authority to Travel**.
7. Immediate and wide dissemination of this Memorandum to all concerned is directed.

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