



DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

3 OCTOBER 2017

DIVISION MEMORANDUM

No. 645, s. 2017

ONE-DAY PLANNING CONFERENCE FOR THE OFFICERS OF THE ASSOCIATION FOR DISTRICT SUBJECT SPECIALISTS (DSSs) IN ENGLISH

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

1. This Office announces the conduct of a **One-Day Planning Conference for the Officers of the Association for District Subject Specialists (DSSs) in English** at DepEd Cebu Province Conference Hall, Government Center, Sudlon, Lahug, Cebu City on Tuesday, October 10, 2017 from 8:00 AM to 5:00 PM.
2. This gathering aims to give the officers the opportunity to:
 - a. decide on venues and dates of the Cluster English Readers' Fest and the Joint English Festival 2017;
 - b. organize the different committees;
 - c. plan for the Induction of the Newly-Elected Officers; and
 - d. identify possible issues and concerns that may crop up and how to iron them out.
3. Required to attend this assembly are all Newly-Elected Officers of the Association for District Subject Specialists (DSSs) in English led by Mrs. Rosemarie Gonzaga of Liloan District.
4. District Supervisors/OICs are hereby enjoined to inform those concerned to ensure perfect attendance during this conference.
5. Travel, meals and other expenses incurred by participants shall be charged to local **School MOOE/SEF/PTA 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