



January 4, 2018

DIVISION MEMORANDUM
No. 011, s. 2018

**THIRD QUARTER MEETING FOR THE DIVISION FEDERATION SSG/SPG
OFFICERS/TEACHER-ADVISERS AND AP GROUP OF OFFICERS FOR
SECONDARY/ELEMENTARY**

**TO: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary/Secondary School Heads**

1. This office announces the **3rd Quarter Division Federation SSG/SPG Officers Meeting** on January 12, 2018, 8:00AM – 5:00PM at the Department of Education Ecotech Center, Lahug, Cebu City.
2. Objectives of the meeting are as follows:
 - a. To create and implement division-wide projects; and
 - b. To plan for the upcoming SSG/SPG activities (SSG/SPG Elections and others).
3. Participants of this meeting include the **Division Federation SSG/SPG Officers/Teacher-Advisers and the AP Group of Officers - Secondary/Elementary.**
4. A registration fee of **Four Hundred Fifty Pesos (Php 450.00)** shall be collected from each participant. Travel and other incidental expenses incurred in connection with the participants' attendance relative to the said activity shall be chargeable against **Local/DIVISION/ MOOE FUNDS/PTA Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
5. This Memorandum serves as Authority to Travel.
6. Immediate dissemination of the Memorandum is highly desired.


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