



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



January 26, 2018

DIVISION MEMORANDUM

No. 073, s.2018

DIVISION EXECUTIVE CONFERENCE

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

1. The 1st Division Executive Conference (ExeCon) for CY 2018 is scheduled on the following dates:

Districts	Date	Venue	In-charge
Southern Districts (Minglanilla to Pinamungajan)	January 31, 2018	Pavillon, Ecotech Center	Minglanilla
Northern Districts (Cordova to Balamban including the islands of Camotes and Bantayan)	February 1, 2018	Pavillon, Ecotech Center	Cordova

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

3. Host districts are directed to prepare the folders and other necessary attachments days ahead of their schedule.
4. Prior to the ExeCon, the undersigned is convening the Division Management Committee (ManCom) on January 30, 2018 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. Expenses incurred in the holding of the ExeCon and ManCom such as meals, snacks and venue rental shall be charged against the Division MOOE. Travel and other incidental expenses from each participant are chargeable to Division/School MOOE funds subject to its availability and the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this memorandum is desired.


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