



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



July 23, 2018

**DIVISION MEMORANDUM**

No. 500 s. 2018

**ONE-DAY CONFERENCE OF ALL DISTRICT CAMPUS WELLNESS COORDINATORS**

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

1. This Office announces the conduct of a One-Day Conference of all designated District Campus Wellness Coordinators on July 27, 2018 at the Division Office Conference Room.
2. The conference will start at exactly 8:30 in the morning. Punctuality of participants is desired.
3. All Wellness coordinators are directed to bring along with them the complete waivers of the district, filled in with the necessary data.
4. PSDSs and School Heads are enjoined to ensure the attendance of their coordinators and see to it that their classes are well-taken care of.
5. This Memorandum serves as Authority to Travel of the participants
6. Traveling and other incidental expenses incurred by the participants shall be chargeable against local School MOOE while food for lunch and 2 snacks shall be charged against Division funds, subject to 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

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