



July 30, 2018

DIVISION MEMORANDUM

No. 517, s. 2018

**PRE-DEPARTURE CONFERENCE FOR THE PARTICIPANTS
TO THE BENCHMARKING IN BATAK CITY**

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

1. This Office announces the conduct of the **Pre-Departure Conference for the Participants to the Benchmarking in Batak City** at DepEd Ecotech Center, Sudlon, Lahug, Cebu City on August 1, 2018 at 8:00 am.
2. This activity aims to:
 - a. orient the participants on the rationale and specific objectives of the benchmarking in Batak City;
 - b. distribute/collect necessary documents (star observation template, action plan, contact information, authority to travel and travel itineraries, etc.);
 - c. organize working groups; and
 - d. lay the groundwork for a positive and enriching benchmarking experience.
3. The participants to the Benchmarking in Batak City, Ilocos Norte are required to attend this pre-departure conference.
4. Expenses for venue rental, lunch, snacks and conference materials shall be chargeable against **Division MOOE Funds**, while transportation and other incidental expenses shall be chargeable against **local school/Division MOOE funds**, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum serves as participants' Authority to Travel.
6. Immediate dissemination of this Memorandum is desired.

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Schools Division Superintendent

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