



August 13, 2018

DIVISION MEMORANDUM

No. 539, s. 2018

**POST- CONFERENCE FOR THE PARTICIPANTS TO THE BENCHMARKING
IN THE CITY OF BATAC DIVISION**

**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 **Post- Conference for the Participants to the Benchmarking in the City of Batac Division** at the New Dining 2, DepEd Ecotech Center, Sudlon, Lahug, Cebu City on August 14, 2018 at 8:00 am to 5:00 pm.
2. This activity aims to:
 - a) generate/share ideas and issues of strategies and next steps that the benchmarking participants should take;
 - b) design the SY 2018-2019 ICT Integration implementation plan; and
 - c) prepare the necessary documents for the liquidation of expenses.
3. Participants to this activity are the Chiefs- CID and SGOD, Education Program Supervisors/Coordinators, District Supervisors/OICs, SEPS-M & E and the school heads who represented their districts during the Benchmarking in the City of Batac Division, Ilocos Norte.
4. Participants are to bring the following to the venue:
 - a) laptop;
 - b) ICT integration implementation plan;
 - c) duly accomplished AHA Moments and STAR observation templates;
 - d) plane tickets, boarding pass, taxi/bus receipts and copy of the certificate of appearance for the preparation of liquidation of expenses.
5. Expenses for lunch and snacks, conference materials, venue rental and traveling expenses of the District Supervisors/OICs shall be chargeable against **Division MOOE Funds**, while traveling expenses of school heads shall be chargeable against **local school MOOE Funds**, subject to the usual accounting and auditing rules and regulations.
6. This Memorandum also serves as Authority to Travel.
7. Immediate dissemination of and compliance with this Memorandum is directed.

RHEA MARA. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent