October 22, 2018

Division Memorandum
No. __732__ s. 2018

CONFERENCE OF DISTRICT KINDERGARTEN COORDINATORS RELATIVE TO THE CONDUCT OF THE DIVISION KINDERGARTEN FESTIVAL OF TALENTS

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

1.   In line with the conduct of the **Division Kindergarten Festival of Talents,** all District Kindergarten Coordinators (DKCs) are directed to attend a **Conference of All District Kindergarten Coordinators** on **November 18, 2018** at **Moalboal Central School, Moalboal, Cebu.**

2.   Respective functions as Chairmen and members of the Different Working Committees and other concerns relative to the conduct of the Division KFOT shall be discussed during the said conference.

3.   All DKCS are expected to be at the venue before 8:00 AM on November 18, 2018.

4.   Inasmuch as November 18, 2018 falls on a Sunday, Education Program Supervisor and DKCs who are Head Teachers/Principals are entitled to 1-day Compensatory Time-Off (CTO) per joint CSC and DBM Circular No. 2, s. 2004., while DKCs who are Teachers-in-Charge of Schools shall be given 1-day service credit in accordance with the provisions of DepEd order No. 19 s. 2011 and DepEd Order No. 53, s. 2003.

5.   A registration fee of **Php 900.00** shall be collected from each participant to defray expenses for 4 meals and 3 snacks (November 18 and 19, 2018). First meal to be served shall be lunch on November 18, 2018 and the last meal to be served shall be afternoon snack on November 19, 2018. Participants' registration fee, travelling and other incidental expenses shall be chargeable against **school MOOE/SEF/PTA funds**, subject to the usual accounting and auditing rules and regulations.

6.   This Memorandum serves as participants' **Authority to Travel**.

7.   Immediate and wide dissemination of this Memorandum is directed.

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