



February 27, 2019

Division Memorandum
No. 118 s. 2019

**4th QUARTER CONFERENCE OF DISTRICT KINDERGARTEN
COORDINATORS (DKCs)**

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

1. This Office hereby announces the conduct of the **4th Quarter Conference of all District Kindergarten Coordinators (DKCs)** on **March 8, 2019** at the **Division Office Session Hall, IPHO Building, Sudlon, Lahug, Cebu City**.
2. This conference aims to:
 - a. discuss the different forms to be accomplished by the Kindergarten teachers;
 - b. finalize the flow of the Moving Up Ceremony;
 - c. discuss other concerns about Kindergarten.
3. District Kindergarten Coordinators are to bring hard and soft copies of the **District Consolidated ECD Report** during the conference.
4. A registration fee of **Php 400.00** shall be collected from each participant to defray expenses for 2 snacks and lunch. Registration fee, travelling and other incidental expenses that may be incurred relative to the said activity shall be chargeable against **school MOOE/SEF/PTA funds**, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum shall serve as participants' Authority to Travel.
6. Immediate and wide dissemination of this Memorandum is directed.


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Schools Division Superintendent