



March 19, 2019

DIVISION MEMORANDUM

No. 164, s. 2019

2nd DIVISION EXECUTIVE CONFERENCE 2019

To: Assistant Superintendents
Division Chiefs
Educations Program Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. The 2nd Division Executive Conference (ExeCon) for CY 2019 is scheduled on the following dates:

Districts	Date	Venue	In-charge
Northern Districts (Cordova to Balamban including the islands of Camotes and Bantayan)	March 27, 2019	Pavilion Hall, Ecotech Center	Balamban 1 & 2
Southern Districts (Minglanilla to Pinamungajan)	March 28, 2019	Pavilion Hall, Ecotech Center	Moalboal & Ronda

2. Participants to this one-day conference are : ASDSs, Division Chiefs, Education Program Supervisor (EPSs), Senior Educations Program Specialist (SEPs), Education Program Specialist II (EPSs II), EPS-ALS, Section Heads, District Supervisors and School Heads for both elementary and secondary. No proxy is allowed. Participants to the ExeCon are advised to come in their corporate attire.
3. Host districts are directed to prepare the folders and other necessary attachments on the schedules below:

March 25, 2019 - Balamban 1 & 2
March 26, 2019 - Moalboal & Ronda

4. Prior to the ExeCon, the undersigned is convening the Division Management Committee (ManCom) on March 25, 2019 to discuss the ExeCon's agenda at the Division Social Hall.
5. Participants to the ManCom are: ASDSs, Division Chiefs, Division Supervisors, SEPSs, and Section Heads.
6. Minutes of the ExeCon will be channeled through the Division CID Personnel and not anymore the host districts.
7. A registration fee in the amount of Six Hundred Pesos (Php600.00) shall be collected from each participant from the field to defray the expenses for one meal and two snacks (AM/PM).
8. Expenses incurred in the holding of the ExeCon and ManCom such as meals, snacks, and venue rental of Division Office personnel and all participants shall be chargeable against Division/School MOOE subject to availability and the usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of this memorandum is desired.


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