



July 25, 2019

**DIVISION MEMORANDUM**

No. 440, s. 2019

**1<sup>ST</sup> INTERFACING WITH PRIVATE SCHOOL HEADS FOR SY 2019-2020**

**TO:** Assistant Superintendents  
Chiefs of SGOD and CID  
Division Supervisors/Coordinators  
Senior Education Program Specialists/ Education Program Specialists  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. This Office hereby informs the field on the conduct of **Interfacing with Private School Heads on August 27, 2019** at Pavilion, Ecotech Center, Lahug, Cebu City from 8am to 5pm.
2. Participants to the said activity are the Private School Heads in the entire division. **Per school is only allowed to send TWO (2) participants.**
3. All participants are also directed to observe the following:
  - a. Attend in the Opening and Closing Programs.
  - b. Report to the venue on time.
  - c. Come in proper attire and observe proper decorum during the entire activity.
4. Public Schools District Supervisors (PSDSs) are directed to ensure the attendance of all the identified participants. Please inform all private school heads in your respective districts by giving out copy of this Division Memorandum to the persons concerned.
5. A registration fee of **Php 1,000.00** shall be collected from each participant to defray the expenses for the meals, materials, and venue rental.
6. All participants are required to submit confirmation of their attendance on or before **August 22, 2019** to this email address [socorrorelacion@gmail.com](mailto:socorrorelacion@gmail.com). Please refer to the Confirmation Slip herein attached. For further inquiries, please contact **Maria Socorro N. Relacion**, SEPS – Monitoring and Evaluation at telephone number **09778143222**.
7. Travelling expenses, meal allowance, and other incidental expenses of the Division Personnel relative to the conduct of the said activity shall be chargeable against **Division MOOE /Local Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

8. This Memorandum serves as the **Travel Authority** of all participants.
9. Immediate and wide dissemination of this Memorandum is desired.

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

---

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
Admin/Legal:	(032) 253-7847

Website : [www.depedcebuprovince.com](http://www.depedcebuprovince.com)  
E-mail Add: [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)

*Attachment to the Division Memorandum*

**CONFIRMATION SLIP**

**“INTERFACING WITH PRIVATE SCHOOL HEADS”  
Pavilion, Ecotech Center, Lahug, Cebu City  
August 16, 2019**

**(Note: Please send this confirmation on or before August 12, 2019)**

<b>NAME OF SCHOOL</b>	<b>NAME OF PARTICIPANTS</b>	<b>DESIGNATION</b>	<b>CONTACT NUMBER</b>
<b>1.</b>			
<b>2.</b>			

***Submitted by:***

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date Confirmed*