



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



September 4, 2019

DIVISION MEMORANDUM

NO. 524

**CONFERENCE-WORKSHOP OF SCHOOL PAPER ADVISERS OF PUBLIC
AND PRIVATE ELEMENTARY AND SECONDARY SCHOOLS**

TO : Assistant Superintendents
CID/SGOD Chiefs
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Elementary and Secondary Public School Heads
Heads, Private Elementary and Secondary Schools

1. The field is hereby informed that there will be a Conference-Workshop of School Paper Advisers of Public and Private Elementary and Secondary Schools on September 11, 2019, 8:00 am to 5:00 pm. at Ecotech Center Executive Dining Hall, Sudlon, Lahug, Cebu City.
2. Participants to this conference are school paper advisers of public and private elementary and secondary schools (one per school with or without school paper).
3. This conference aims to:
 - a. determine schedule and venues for area and division level press conferences;
 - b. disseminate information on the new contest categories and their guidelines;
 - c. elect new sets of officers for area and division organizations;
 - d. organize committees for the different level press conferences;
 - e. give updates of the organization;
 - f. recognize winners of 2018 press conference;
 - g. prepare matrix for area and division press conferences.
4. Registration fee of Six Hundred Pesos (Php 600) per participant shall be collected to defray expenses for 2 snacks, 1 lunch and venue rental.
5. Registration fee, travelling expenses and other incidental expenses incurred by the participants in attending this said conference shall be chargeable against school MOOE/ Journalism Funds/SEF or any available funds subject to its availability and the usual accounting and auditing rules and regulations.

6. Teachers who will be out to attend this conference shall coordinate with other teachers to take-over their classes.
7. This Memorandum serves as “**Authority to Travel**” of the participants.
8. Wide dissemination of this Memorandum is desired.


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