



September 12, 2019

DIVISION MEMORANDUM
No. 543, s. 2019

**ONE DAY DIVISION CONFERENCE OF ALL DISTRICT EPP, TLE
AND SHS-TVL COORDINATORS**

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

1. This office announces the holding of a ONE DAY DIVISION CONFERENCE OF ALL DISTRICT EPP, TLE AND SHS-TVL COORDINATORS on September 18, 2019 (Wednesday) for the Northwest and Northeast Districts at Tuburan Central Elementary School, Tuburan I District and on September 19, 2019 (Thursday) for the Southwest and Southeast Districts at Sibonga Central Elementary School, Sibonga Districts.
2. The objectives for this conference are as follows:
 - present and discuss the contest packages for the incoming Division Technolympics.
 - identify writers for the series of TLE Writeshops
 - elect the new set of EPP, TLE, TVL Officers
 - finalize the program and activities of EPP, TLE and TVL
3. All participants must secure and bring a certification issued from the Office of the Public Schools District Supervisor that you are the designated District Coordinator for EPP/TLE (Elementary), TLE (Secondary) and TVL (SHS) for the School Year 2019-2020.
4. The Transportation, Incidental Expenses and Registration Fee of Php500.00 for every participant shall be charged to School Funds/School MOOE while the workshop staff meals/snacks, accommodation and per diem of Day 0 shall be charged to Division Funds subject to the usual auditing and accounting rules and regulations.
5. This Memorandum serves as **Authority to Travel** of the participants.
6. Immediate and wide dissemination of this Memorandum is desired.


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