



November 4, 2019

DIVISION MEMORANDUM

No. 679, s. 2019

3RD CID CONFERENCE FOR S Y 2019-2020

**To: Assistant Superintendents
Chiefs, CID and SGOD
Division Supervisors/Coordinators
District Supervisors/OICs
EPSAs**

1. This Office announces the conduct of the **3rd CID Conference for SY 2019-2020** on November 7, 2019 at 8:00 a.m. to 5:00 p.m. to be hosted by Cordova District. The venue will be determined by the host district.
2. This activity aims to discuss the following agenda:
 - a. Funds for Utilization for the Last Quarter of 2019;
 - b. Last Quarter Activities (CID, SGOD and Admin);
 - c. Status of MOOE Liquidation;
 - d. Hiring of Teaching and Non-Teaching Personnel;
 - e. Appointment for Promotion of Teaching and Non-Teaching Personnel;
 - f. Books at the Division Office- Zero Bodega Policy; and
 - g. Other Matters.
3. Participants to this conference are the District Supervisors/OICs, Education Program Supervisors (EPSVRs) and the Education Program Specialists II-ALS (EPSAs).
4. Traveling expenses of participants, lunch, snacks, conference materials and other related expenses shall be chargeable against **Division MOOE Funds**, subject to availability and the usual accounting and auditing rules and regulations.
5. This Memorandum serves as participants' Authority to Travel.
6. Immediate dissemination of and compliance with this Memorandum is directed.


MARILYN S. ANDALES, Ed.D., CESO V
Schools Division Superintendent