



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

JAN 14 2020

DIVISION MEMORANDUM

No. 021 s. 2020

1st DIVISION EXECUTIVE CONFERENCE FOR CY 2020

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

1. The 1st Division Executive Conference (ExeCon) for CY 2020 is scheduled on the following dates:

Districts	Date	Venue	In-charge
Southern Districts (Minglanilla to Pinamungajan)	January 27, 2020	Ecotech	San Fernando 1 & 2
Northern Districts (Cordova to Balamban including the islands of Camotes and Bantayan)	January 29, 2020	Ecotech	Liloan & Cordova

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. Proxy not allowed. Participants to the ExeCon are advised to come in their corporate attire.



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3. Host districts are directed to prepare the folders and other necessary attachments on the schedules below:

- ❖ January 24, 2020 - San Fernando I & II
- ❖ January 28, 2020 - Liloan & Cordova

4. Prior to the ExeCon, the undersigned is convening the Division Management Committee (ManCom) on **January 22, 2020** to discuss the ExeCon's agenda at the Ecotech Center, Lahug, Cebu City.


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 both for MANCOM and EXECON 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.


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