



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

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Office of the Schools Division  
Superintendent

February 17, 2020

**MEMORANDUM**

No. 065 s.2020

**2<sup>ND</sup> INTERFACING WITH PRIVATE SCHOOL HEADS  
FOR SY 2019-2020**

TO : Assistant Superintendents  
Chiefs of SGOD and CID  
Education Program 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 **March 6, 2020 at Pavilion, Ecotech Center**, Lahug, Cebu City from 8:00 AM to 5:00 PM.
2. Participants to the said activity are the Private School Heads of DepEd Cebu Province. **A private school is only allowed to send two (2) participants.**
3. All participants are also directed to observe the following:
  - a. Attend the Opening and Closing Programs
  - b. Be at the venue on-time
  - c. Come in proper attire and observe proper decorum
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 copies of this division memorandum.
5. A registration fee of **Php700.00** 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 slip on or before February 26, 2020 (Wednesday) to this email address (**norman.blanco@deped.gov.ph**). Please refer to the confirmation slip herein attached. For further inquiries, please contact **Dr. Norman Blanco**, EPS II – Monitoring and Evaluation at Mobile No. **0932-5144455**.

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Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City  
Telephone Nos.: 032-2556405  
Email Address: cebu.province@deped.gov.ph

7. Registration fee, 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 the Memorandum is desired.

  
**MARILYN S. ANDALES, EdD, CESO V**  
Schools Division Superintendent 

(Enclosure to Division Memorandum No. \_\_\_\_\_ s2020)

**CONFIRMATION SLIP**

**“INTERFACING WITH PRIVATE SCHOOL HEADS”  
Pavilion, Ecotech Center, Lahug, Cebu City  
March 6, 2020**

**(Note: Please send this confirmation slip on or before February 26, 2020)**

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

Submitted by:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date Confirmed)

