



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



May 3, 2016

DIVISION MEMORANDUM  
No. 212 s. 2016

**DIVISION EXECUTIVE CONFERENCE**

TO: All Chiefs, Education Program Supervisors, School Administrators,  
Principals of Public Elementary and Secondary Schools  
And All Others Concerned

1. DepEd Tagbilaran City Division is announcing the conduct of City Division Executive Conference on May 12, 2016 from 8:00a.m. -5:00 p.m. @ JJ's Seafood Village, K of C Drive, Tagbilaran City.
2. A registration fee of Three Hundred Fifty Pesos (P350.00) is collected to defray expenses for the meal and two snacks chargeable against MOOE funds subject to the usual accounting and auditing rules.
3. Pre-registration is done at the Division Office, through Mrs. Marife Rallos, the cashier.
4. Please be guided by the following agenda:
  - \* ASDS Time
  - \* Target Setting
  - \* Calender of Activities
  - \* Update on SHS Implementation
  - \* Administrative Concerns- Mr. Ruel Namocatcat- Admin. Officer V
  - \* Financial Matters- Mrs. Michelle T. Sagaral, Chief Finance Section
  - \* TIP/Others - CID Chief- Dr. Elisea G. De La Torre
  - \* BEST- M&E T.A. Mechanism Handbook- B. Luga, SGOD Chief
  - \* B.E.- Dr. Aquilino Milar- EPS-II
  - \* GASTPE Voucher- Mr. Jay Cagas, SEPS
  - \* Gr.11 Teachers Training-Mrs. Mitchelin Micabani- EPS II
  - \* EBEIS/LIS- Mr. Artemio Alo - P.O. 3
  - \* DMEA/SBM/SIP- Mrs. Lisa E. Maquiling- P.O. 2
  - \* Research, Etc.
  - \* Opening Salvo 2016-
  - \* Superintendent's Time
5. Immediate and wide dissemination of this memorandum is highly needed.

  
VIRGINIA C. ZAPANTA, Ed.D., CESO V  
Schools Division Superintendent