



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




June 5, 2018

DIVISION MEMORANDUM
NO. 304s. 2018

TAGBILARAN CITY DIVISION EXECUTIVE CONFERENCE

TO: All Division Chiefs
Education Program Supervisors
Public Schools District Supervisor
School Heads of Public Elementary and Secondary Schools
Division Personnel
All Others Concerned

1. This Office hereby disseminates that there will be a City Division Executive Conference on Friday, 8th of June 2018, 8.00 A.M. to 5.00 P.M. at Jj's Seafood Village, K of C Drive, Poblacion II, Tagbilaran City. Pertinent matters will be discussed relevant to the opening of classes, issues and concerns, enrollment updates for school year 2018 – 2019 and other school – related undertakings.
2. Expected participants are the School Heads of all Public Elementary and Secondary Schools of Tagbilaran City together with the Education Program Supervisors, Public School District Supervisor and Division Chiefs of CID, SGOD, Finance/Accounting, Records and Administrative Officer V, HRMO IV, Cashier, Accountant, HRDD SEPs / EPS II Planning Officers, PDO I & II, Project Engr. A registration fee of Four Hundred Pesos (P400.00) shall be charged to each participant to defray expenses for lunch and two snacks. Funds shall be taken from the Division MOOE for the Division Office Personnel and from the School MOOE for School Heads subject to the usual accounting procedure and auditing rules.
3. Participants are advised to bring necessary reports for presentation.
4. Immediate and wide dissemination of this memorandum is desired.


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