



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



September 13, 2018

DIVISION MEMORANDUM

No. 527 s. 2018

**SCHOOL PRINCIPALS' CONFERENCE**

To: All Division Section Chiefs/Head  
SGOD Staff  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This School Governance and Operations Division Office announces the **Conduct of School Heads' Conference this coming Monday, September 17, 2018, 8:00-5:00 p.m. at the City Division Office Conference Hall, Dampas District, Tagbilaran City next to COA Provincial Satellite Office.**
2. All School Heads are requested to bring with them their School Calendar of Activities for SY 2018-2019 indicating the number of negotiable days consummated/ with the corresponding activities conducted up to date and other required reports not submitted.
3. No registration is required. Just bring your own provision. The Agenda are the following:
  - a. Orientation on the New SMEA Template
  - b. Submission of your SY 2018-2019 Calendar of Activities
  - c. R.A. 9003 (ESWMS)
  - d. WTD/NTD Culmination Activities
  - e. Provincial /City Family Day Celebration
  - d. Other Matters
4. Immediate and wide dissemination of this memorandum is desired.

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