



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

Office of the Schools Division Superintendent

May 11, 2021

DIVISION MEMORANDUM

No. 143, s. 2021

SCHOOL HEADS CONFERENCE

To: Assistant Schools Division Superintendents
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads
Identified Division Section/Unit Heads

1. This Office announces the conduct of the **School Heads Conference** on May 12, 18, 21, 25, 26 & 27, 2021 at the following venues:

Date	Venue	Expected No. of Participants
San Fernando Sub-Office (May 12, 2021)	San Fernando Sub-Office	5 Public Schools District Supervisors & 87 School Heads under San Fernando Sub-Office (92 participants)
Dalaguete Sub-Office (May 18, 2021)	Dalaguete Central Elementary School & Dalaguete National High School	9 Public Schools District Supervisors & 178 School Heads under Dalaguete Sub-Office (187 participants)
Badian Sub-Office (May 26, 2021)	Badian Gym	9 Public Schools District Supervisors & 160 School Heads under Badian Sub-Office (169 participants)
Balamban Sub-Office (May 25, 2021)	Hidden Valley, Lamac, Pinamungajan	11 Public Schools District Supervisors & 229 School Heads under Balamban Sub-Office (240 participants)
Medellin Sub-Office (May 21, 2021)	Gabaldon Bldg. Medellin CS & RAFI Bldg. Medellin CS	11 Public Schools District Supervisors & 208 School Heads under Medellin Sub-Office (219 participants)
Liloan Sub-Office (May 27, 2021)	Yati Elementary School Arcelo Memorial National High School	13 Public Schools District Supervisors & 253 School Heads under Liloan Sub-Office (266 participants)



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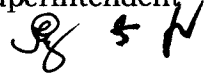
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2. Required to attend this activity are all Public Schools District Supervisors and School Heads of the different schools.
3. The Medical Section (c/o Dr. Virgilio C. Tantuico/Dr. Asterterie A. Bernalcs) is requested to assign at least two (2) nurses in each venue during the conduct of the activity.
4. The Sub-Office in-charge shall assign an *event coordinator*, preferably those who attended the Event Management Webinar, to prepare/facilitate the program for a smooth flow of the activities.
5. All personnel involved are required to follow IATF guidelines and protocols. Wearing of face masks and face shield is compulsory.
6. Transportation, per diem and other related expenses of the school-based participants shall be chargeable against **local school MOOE Funds**, while for the Division Personnel involved, it shall be chargeable against **Division MOOE Funds**, subject to their availability and the usual accounting and auditing rules and regulations.
7. All participants are expected to be in the venue on or before 9:00 AM in the morning on the scheduled date.
8. This Memorandum also serves as **Authority to Travel**.
9. Immediate dissemination of and compliance with this Memorandum is directed.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent



MSA/FCL/LMD/AAB



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Enclosure no. 1
SAMPLE PROGRAM FLOW

Preliminaries:

Philippine National Anthem	-	Multimedia
Sugbo Hymn	-	Multimedia
Opening Prayer	-	Multimedia
Welcome Message	-	ASDS in-Charge of Sub-Office
Acknowledgement of Participants	-	Sub-Office In-Charge/Caretaker
Call to Order & Rationale	-	Dr. Marilyn S. Andales, CESO V - SDS

Conference Proper:

<u>Finance</u>	-	Mrs. Desiree Ramos, CPA – Accountant
MOOE Status of Liquidation		
Salaries & Benefits		

<u>HR</u>	-	Mrs. Monina Sarah Pomarejos- HRMO
Placement/Deployment of Teachers		
Process Flow		
*Proposal/Assignment Advice		
*Appointment		
Establishment of HRMPSB Sub-Committee		
Application for Leave of Absence		

<u>IT</u>	-	Mr. Emmanuel F. Mendoza- ITO
Computerization Program		
Utilization of Procurement System		

<u>M & E</u>	-	Mrs. Maria Socorro Relacion-SEPS M&E
Monitoring System		

Updates:

-	Dr. Fay C. Luarez - ASDS
-	Dr. Anelito A. Bongcawil- ASDS
-	Dr. Lorenzo M. Dizon- ASDS

Distribution of Appointments	-	Dr. Marilyn S. Andales, CESO V – SDS
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Closing Remarks	-	PSDS
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