



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

**Office of the Schools Division
Superintendent**

November 21, 2023

DIVISION MEMORANDUM

No. **497**, s. 2023

**GENERAL ASSEMBLY OF ALL PSDSs, SCHOOL HEADS, SCHOOL PTA
PRESIDENTS AND ONE (1) PARENT REPRESENTATIVE WITH
GOVERNOR GWENDOLYN F. GARCIA**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All School PTA Presidents
All Others Concerned

1. This Office hereby announces the conduct of the **“General Assembly of All PSDSs, School Heads, School PTA Presidents and One (1) Parent Representative with Governor Gwendolyn F. Garcia** on November 25, 2023, at 1:00 PM at the IEC Convention Center Cebu, Mabolo, Cebu City. However, lunch will be served at the IEC prior to the meeting.
2. DepEd Cebu Province participants are encouraged to wear white t-shirts and blue jeans and are likewise requested to register on this link <https://forms.gle/N8W7aKMCXYkNeR7FA> on or before November 23, 2023, Thursday at 10:00 AM.
3. All participants and TWG members shall be entitled to one (1) compensatory time-off (CTO) following the provision of CSC and DBM Joint Circular No. 2 series 2004.
4. The Medical Section (**Attn.: Dr. Asterterrie Bernales**) is hereby directed to station at the venue at least two (2) nurses as first aiders.
5. Transportation and other incidental expenses of the PTA President, one parent representative, and School Heads will be charged against PTA Funds or any available funds including the school MOOE. Transportation and other incidental expenses of PSDSs and Division Technical Working Group will be charged against Division MOOE, subject to usual accounting and auditing rules and regulations.



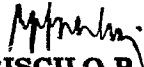
Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City

Telephone Nos.: 032-424-9000

Email Address: cebu.province@deped.gov.ph ; depedcebuprovince@yahoo.com

Website: www.depedcebuprovince.com

6. See Annex A for the members of TWG.
7. This Memorandum serves as **Authority to Travel** for the participants, medical section staff, and all the members of the TWG.
8. Immediate dissemination of and compliance with this memorandum is desired.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City

Telephone Nos.: 032-424-9000

Email Address: cebu.province@deped.gov.ph ; depedcebuprovince@yahoo.com

Website: www.depedcebuprovince.com

ANNEX A

Members of the Technical Working Group

Gladys S. Balagtas, EdD

Paz T. Bacolod

Engr. Ester Roldan

Namue dela Torre

Niñaly A. Gesim

Liza Y. Martinez

Medical Staff:

Allan A. Dolalas

Carl Jeffrey B. Estaño



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City

Telephone Nos.: 032-424-9000

Email Address: cebu.province@deped.gov.ph ; depedcebuprovince@yahoo.com

Website: www.depedcebuprovince.com

A handwritten signature in black ink, appearing to read 'Carl Jeffrey B. Estaño'.