DIVISION MEMORANDUM
NO. 12-7 S. 2012

SPECIAL PLANNING CONFERENCE

To: Asst. Schools Division Superintendents
   Education Program Supervisors and Coordinators
   Public Schools District Supervisors
   ACSSSA President
   PESPA President
   President, Association of Non-Teaching Personnel

1. A Special Division Mancom will be held 1 PM, September 21, 2012 at the ALS Building.

2. Finalization of the plan relative to the send-off and welcome ceremonies in honor of our outgoing and incoming division officials is foremost in the agenda.

3. The expected participants to this activity are the Assistant Schools Division Superintendents, Education Program Supervisors and Coordinators, Public Schools District Supervisors, ACSSSA President, PESPA President, and Non-Teaching Employees Association President.

4. Attendance to this activity is on official business.

5. Travel expenses of the participants to the said activity shall be charged against local/school fund or other fund source subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of this memorandum is highly enjoined.

GILBERT T. SADSAD
Schools Division Superintendent