SPECIAL DIVISION CONFERENCE

To: Asst. Schools Division Superintendents
   Education Program Supervisors and Coordinators
   Public Schools District Supervisors
   Heads of Public Elementary Schools
   ACSSSA Officers

1. A Special Division Mancom will be held 9 AM, October 1, 2012 at Villa Caceres Hotel, Naga City.

2. This activity aims to:
   a. disseminate important information and guidelines relative to the K to 12 education implementation;
   b. provide venue for the discussion of commonly encountered issues and other concerns in line with K to 12; and
   c. provide venue for the send-off and welcome ceremonies in honor of the out-going and in-coming division officials.

3. The expected participants to this activity are the Assistant Schools Division Superintendent, Education Program Supervisors and Coordinators, Public Schools District Supervisors, Heads of Public Elementary and Secondary Schools, Selected Teachers and Unit Heads of the Division Office.

4. Attendance to this activity is on official business.

5. Travel expenses of participants to this activity shall be charged against division/school MOOE or other sources subject to its availability and usual accounting and auditing rules and regulations.

6. For guidance.

GILBERT T. SADSAD
Schools Division Superintendent