



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Capitol Area, Dumaguete City

**DIVISION MEMORANDUM**


No. 420 s. 2016

**TO: Public Schools District Supervisors/District-In-Charge  
Elementary and Secondary School Administrators  
Others Concerned**

**DATE: July 18, 2016**

**SUBJECT: DISTRICT CONFERENCE-WORKSHOP TO ALL SCHOOL SUBJECT  
SPECIALISTS/COORDINATORS in ELEMENTARY & SECONDARY  
ENGLISH**

1. In preparation for the different School and District activities in Elementary and Secondary English for the SY 2016-2017, the District Subject Specialists in English are directed to conduct an Echo-Conference to all the School English Coordinators in the District on the schedule set by the Public School District Supervisor/In-Charge.
2. So that classes will not be disrupted the schedule shall be set on a Saturday or Sunday in this month but not later than August, 2016.
3. School Administrators are instructed to attend on this conference. NO PROXY allowed.
4. The District Supervisors/In-Charge are requested to supervise the activity.
5. Teacher participants are entitled of a one day service credit while compensatory time off (CTO) for the School Administrator and Supervisor.
6. Travel, one lunch, morning and afternoon snacks and other related expenses of the participants are chargeable against school/local MOOE subject to the usual accounting rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

  
**LELANIE T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent

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18 JUL 2016

