



September 8, 2014

Division Memorandum  
 No. 395, s. 2014

**DIVISION EXECUTIVE CONFERENCE**

To : Education Program Supervisors/Division Coordinators  
 Public Schools District Supervisors/District In Charge  
 Public Elementary & Secondary School Heads  
 Section Heads of the Division of Negros Oriental

1. This office has scheduled September 20 & 21, 2014 for a Division Executive Conference at the Mabinay Market Complex from 8:00 in the morning up to 5:00 in the afternoon.
2. The four (4) Districts of Mabinay shall be in charge of this activity.
3. Participants of this Execon are the following:

Participants	Schedule
EPS/Division Coordinators	September 20, 2014, Saturday 8:00 am – 5:00 pm
PSDS/District In Charge	
All Public Elementary School Heads	
Section Heads-Division Office	
EPS/Division Coordinators	September 21, 2014, Sunday 8:00 am – 5:00 pm
PSDS/District In Charge	
All Public Secondary School Heads	
Section Heads-Division Office	

4. A registration fee shall be collected per participant with the following details:

Participants	Amount	Coverage
EPS/Division Coordinators	Php 2,000.00	2 breakfast
PSDS/District In Charge		2 AM Snacks
Section Heads-Division Office		2 PM Snacks 1 Dinner Plus cost of lodging
Elementary & Secondary School Heads	Php 800.00	1 breakfast 1 AM Snacks 1 PM Snacks 1 lunch

5. EPS/Division Coordinators, PSDS/DICs and Section Chiefs shall be entitled two (2) days and one (1) day non-monetary compensatory time off (CTO) for School Heads while TIC's with teacher items shall be also be entitled to one (1) day service credit.
6. All expenses on registration including travel incurred by the participants of this Execon shall be charged against school/local MOOE for participants coming from the districts and schools and from the Division MOOE for the EPS/Division Coordinators and Section Heads all subject to the existing COA rules and regulations.
7. For wide dissemination and strict compliance.

  
**SALUSTIANO T. JIMENEZ, LI. B, CESO VI**  
*Schools Division Superintendent*