



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

May 19 2021

DIVISION MEMORANDUM

No. 306, s. 2021

DIVISION EXECUTIVE CONFERENCE

**TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS- CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
HEADS OF THE SDO FUNCTIONAL SECTIONS**

1. This Office announces the conduct of an **on-line Division Executive Conference** via **Microsoft Teams** on **May 26, 2021** to start at **9:00 AM**.
2. The main points for discussion in this conference will be the updates on the preparations of the close of the School Year 2020-2021 and other SDO matters.
3. Participants to this conference are the following:
 - **ASDSs**
 - **Chiefs – CID & SGOD**
 - **EPSs**
 - **PSDSs**
 - **All School Heads (Elem. & Secondary)**
 - **Heads of the SDO Functional Sections**
4. It is recommended that the PSDS and all School Heads in a District shall convene in a big venue and share one account for live streaming. Likewise, SDO participants shall meet at the program host's main location.
5. It is further recommended that a clearance from respective LGUs/RHOs be secured to adhere to health protocols. In case a clearance is denied by an LGU/RHO, the PSDS shall ensure that all points are disseminated to all School Heads in the District.
6. A link shall be provided for all PSDSs to access and join the meeting.
7. Expenses relative to the conduct of the Division Executive Conference shall be charged against School MOOE/Local School Fund/Division Fund, subject to the usual accounting and auditing rules and regulations.
8. Widest dissemination of this Memorandum is desired.

BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent

