



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

April 21, 2017

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendents
Chief, CID & SGOD
Division Education Program Supervisors
Public Schools District Supervisors/District-In-Charge
School Heads of Public Elementary and Secondary
Mathematics District Coordinators of both Elementary and Secondary Schools

ONE DAY PLANNING CONFERENCE FOR ALL DIVISION ELEMENATRY AND SECONDARY MATHEMATICS COORDINATORS

1. This Office informs the field that there will be a One Day Planning Conference for All Public District Elementary and Secondary Mathematics Coordinators ON Wednesday, April 26, 2017 at the 3rd Floor, Division Office.
2. Each coordinators is hereby directed to bring the following:
 - a) Report on non-numerates using the format below:

District	School	Grade 1		Grade 2		Grade 3		TOTAL	

- b) Report on Math activities undertaken for the SY 2016 – 2017 in school/district/ congressional and awards received (with pictures),
 - c) Number of participants who enrolled in MTAP Saturday classes.
3. This Memorandum serves as your **Travel Order**.
4. Travel and other incidental expenses incurred are chargeable to the school MOOE subject to the usual accounting and auditing rules and regulations.
5. For your guidance.
6. Widest dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Office-In-Charge

21 APR 2017