



DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OFFICE

**NEGROS ORIENTAL**

*Pioneering the Paths to Educational Excellence*



March 29, 2017

Division Memorandum

No. 178 s, 2017

**FINAL INSTRUCTIONS for the Participants to the 1<sup>st</sup> Negros Island Region  
K to 12 Conference from the Division of Negros Oriental**

To : Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
Division Education Program Supervisors/Division Coordinators  
Senior Education Program Specialists & Education Program Specialists  
All Others Concerned

1. Enclosed in this Division Memorandum are the final instructions for the guidance of all the participants to the 1<sup>st</sup> Negros Island Region K to 12 Conference whose names were listed in Division Memorandum No. 123, s. 2017 dated March 10, 2017.

2. All participants are reminded to be in their FILIPINIANA ATTIRE during the Opening Program of April 5, 2017.

3. Board and lodging of participants shall be chargeable against HRTD funds of the NIR Regional Office (per Regional Memorandum No. 62, s. 2017) while traveling expenses shall be charged against Division MOOE for participant coming from the Division Office and the school/local MOOE or from any other school funds all subject to the usual accounting and auditing rules and guidelines.

4. For wide dissemination.

**SALUSTIANO T. JIMENEZ, CESO VI**  
**OIC- Assistant Regional Director**  
**Concurrent Schools Division Superintendent**

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29 MAR 2017



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### **FINAL INSTRUCTIONS**

#### **Day 0: April 4, 2017**

Assembly Place      Division Office

Date      April 4, 2017

Take Off time      6:00 A.M.

Vehicles will be provided

1. Check in time : 2:00 PM

After checking in, the participants will proceed to the NEGROS OCCIDENTAL DIVISION Office for registration.

- ✓ T-shirts and kits will be given individually to the participants after signing
- ✓ Kits contain ball pen, notebook/filer, ID with holder (color-coded), souvenir program and sheets of bond paper

2. Dinner time – 5:30 – 8:30 PM at the SMX

- ✓ Pax to present his or her ID

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#### **Day 1: April 5, 2017**

1. Breakfast will be served at the billeting quarters/hotels
2. Registration (especially for LGU & private schools representatives) will be continued from 7:00 AM up to 9:30 AM.
3. All doors of the Plenary Hall will be closed by 9:45 AM to prepare for the Opening Program
4. Lunch will be served in the Main Hall.
5. Participants to proceed to their respective plenary hall assignment by 12:30 PM.
6. Dinner will be served in the Main Hall from 5:30-8:30 PM.

#### **Day 2: April 6, 2017**

1. Breakfast will be served still at the billeting quarters/hotels
2. PLENARY SESSION with USEC Jose Mateo at the 8:00 AM up to 9:30 AM.
3. Participants to go back to their respective plenary hall to continue the parallel sessions
4. Lunch will be served in the Main Hall
5. Parallel sessions to resume at 1:00 PM
6. SDSs, ASDSs, Chiefs of CID and SGOD will be treated to a tour to The Ruins at Talisay City, Negros Occidental
7. Dinner will be served at the Main Hall

**Day 3: April 7, 2017**

1. Breakfast will be served at the billeting hotels
2. Block D Parallel Sessions will start at 8:00 AM and will end at 10:00 AM
3. ONE HOUR CLOSING PROGRAM TO FOLLOW
4. Lunch will be served in the Main Hall
5. @ 11:30 all SDSs, ASDSs and the Chiefs of the SGOD and CID will be given a tour to Campuestuhan Highland Resort, Talisay, Negros Occidental
6. Afternoon snacks will be packed and distributed to the participants before departing,

Departure Time back to Dumaguete: 2:00 PM