



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

May 29, 2019

DIVISION MEMORANDUM

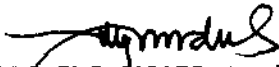
Number 321, s.2019

ONE-DAY PLANNING CONFERENCE FOR ALL DISTRICT SPED COORDINATORS

**TO: Asst. Schools Division Superintendents
Chiefs, CID & SGOD
Division Education Program Supervisor/Division Coordinator
PSDSs/ DICs
SEPS/EPS
Public Elementary & Secondary School Heads
All Others Concerned**

1. Please be informed that you are to attend a One-Day Planning Conference for all SPED Coordinators on Tuesday, June 11, 2019 at Amlan C/S SPED Class, Amlan, Negros Oriental.
2. This orientation aims to:
 - a. Provide updates on the past years NDPR celebration;
 - b. Provide opportunities to share best practices/ appropriate activities / for the celebration;
 - c. Organize working committees.
3. Participants are required to bring report on the Updates and participation of SPED activities including the NDPR Celebration done in both School and District. This will be the basis for the coming Division NDPR celebration. Tentative enrolment for SY 2019-2020 shall be included in the required reports for submission.
4. PROXY is NOT ALLOWED during the said conference.
5. This serves as your TRAVEL ORDER.
6. Expenses for lunch and snacks of the participants shall be charged against GAD funds while travel and other incidental expenses incurred are chargeable against local/School/Division MOOE subject to the usual accounting and auditing rules and regulations.
7. For your information and guidance.

For the Schools Division Superintendent:


RACHEL B. RICARDAL, Ed. D.
Chief, SGOD
Office In-Charge 4
5/29/19

11 MAY 2019