



October 12, 2018

Division Memorandum

No. 710 s. 2018

To : District Supervisors
Designated District Planning Coordinators
(Public Elem., Junior High School & Senior High School)

1. An orientation and workshop will be provided to District Planning Coordinators (Elementary, Junior and Senior High Schools at the Division Conference Room (3rd Floor) with this schedule:

| Date | Congressional District | Venue |
|------------------|------------------------|---|
| November 6, 2018 | First Cong. District | Division Conference Room Third Floor |
| November 7, 2018 | Second Cong. District | |
| November 8, 2018 | Third Cong. District | |

2. The activity intends to orient the participants on the mechanics of uploading the school profile in the EBEIS.
3. Meals and Snacks shall be served during the activity and shall be charged against PMIS- EBEIS funds subject to the usual accounting and auditing rules / regulations while travelling expenses shall be charged against school MOOE.
4. For your information and guidance.

WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

25 OCT 2018