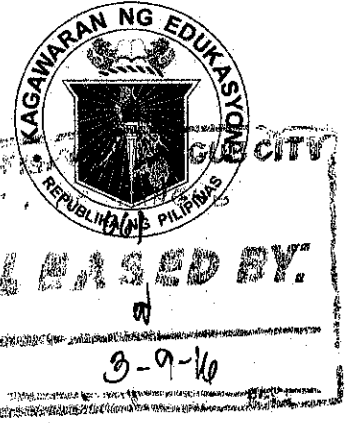




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**DIVISION MEMORANDUM**  
NO. 61, S. 2016

**TO :** Office of the SOD  
CID/SGOD Chief  
Education Supervisors - I  
District Coordinating Principals  
Elementary Principals/Head Teachers/TICs  
This Division

**FROM :**  VICTORIA V. GAZO, PH.D., CESO V  
Schools Division Superintendent

**SUBJECT:** DISTRICT YEAR-END CONFERENCE AND AWARDING CEREMONY

**DATE :** MARCH 9, 2016

1. This Office announces the holding of a District Year-End Conference and Awarding Ceremony of the different searches and contests in the following schedules:

March 15, 2016	-	Southwest District
March 16, 2016	-	South District
March 17, 2016	-	North District
March 18, 2016	-	Central District

2. The year-end conference will focus on discussion about district activities and participation in different contests and other academic concerns.
3. A Registration Fee may be collected to the participants for meals, snacks and stage decoration which is chargeable against Local Funds/School MOOE/PTA Funds subject to the usual accounting and auditing rules and regulations.
4. The venue will be of District's choice as well as the attire to wear provided it is fitted to the occasion.
5. For dissemination and immediate compliance of this Memorandum is hereby desired.