Division Memorandum
No. 441, s. 2017

To: Public Schools District Supervisors
    School Principals/Officers-in-Charge
    Public Elementary and Secondary Schools

From: WINNIE B. BATOON, Ed. D.
    Officer-in-Charge
    Office of the Schools Division Superintendent

Subject: Planning Conference for the conduct of Division Science Competitions

Date: September 12, 2017

1. In support to the different Science programs of the Department of Education, we will be conducting a Division Level Science Competition for the school year 2017-2018 in October 2017. In line with this, the Division Office through the Science Education Program Supervisor will conduct a planning conference on September 15, 2017, 1:00 p.m. at the Division Office conference room.

2. The planning conference has the following objectives:
   a. Identify the different events to be contested;
   b. Establish the rules and guidelines in the different events to be contested;
   c. Create working committees and identify and assign tasks in the preparation of logistics for the event; and
   d. Discuss other matters regarding the implementation of Science Curriculum.

3. Participants to this planning conference are the following, to wit:
   a. District Science Coordinators
   b. School Science coordinators of Elementary and Secondary Schools and SHS in Digos City
   c. Science Department Head of DiCNHS

4. Traveling expenses incurred by the participants to this activity are chargeable against local funds/MOOE subject to the usual accounting and auditing rules and regulations.

5. Teacher-participants are requested to make necessary arrangements such that their classes are taken care of.

6. For your information, guidance and compliance.