



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM


No. 55 , s. 2023

**PLANNING CONFERENCE FOR THE INSET**

To: Assistant Schools Division Superintendents  
Chief, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary Administrators  
All Others Concerned

1. This office through the Curriculum Implementation Division (CID), informs the field on the conduct of Planning Conference for the In-Service Training on January 28, 2023, 8:30 in the morning at NOHS Assembly Hall.
2. The participants of this Planning Conference are the Elementary and Secondary Science Coordinators of the 34 Districts and Science Focal Persons who are required to bring Most Essential Learning Competencies (MELCs), soft copy of 3<sup>rd</sup> and 4<sup>th</sup> quarters DLPs and laptop.
3. The School Heads are requested to issue Travel Order to the participant/s.
4. Each teacher-participant is entitled to a (1) one-day service credit for every attendance on Saturday and Compensatory Time Off (CTO) for the Non-Teaching Personnel per JC No. 2, s. 2004.
5. Travelling, meals and other incidental expenses incurred by the participants relative to the said activity shall be chargeable against school MOOE/local funds, all subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.

**By Authority of the Schools Division Superintendent:**

  
**MARCELO K. PALISPIS**  
OIC-ASDS  
Office-In-Charge

SPP/APA-FCL-NLR/CID/arj  
January 25, 2023

26 JAN 2023



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