Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Arch. Gabriel M. Reyes Street, Kalibo, Aklan

24 November 2017

The Chief Education Supervisors
The Education Program Supervisors/Coordinators
The Public Schools District Supervisors/
Principals/Head Teacher In-charge of the District
The Senior/Education Program Specialists
School Heads of Public and Private Elementary, Secondary and Integrated Schools
Division Office Units/Section Heads
Others concerned

Dear Sirs/Mesdames:

Please be informed that there will be a school heads' conference on Monday, 04 December 2017, at 8:00 in the morning. (venue to be announced)

The following agenda shall be discussed:
1. SDS concerns;
2. ASDS concerns;
3. Division Chiefs and Unit/Section Heads' concerns: and
4. Other matters

Teachers-in-Charge (TICs) who have designation from the Division Office who handles 6 or more teachers and manages the MOOE of the school is authorized to attend. Expenses incurred shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Proxy is highly discouraged. For your guidance and compliance.

Thank you.

Very truly yours,

Dr. ERNESTO F. SERVILLON, Jr. MNSA, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Division Letter
No. 211, s. 2017
/mtr

"May katawhayan ag kalipayan sa among mga escuelahan."