



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division
Superintendent**

10 JULY 2023

DIVISION MEMORANDUM

No. 401 s. 2023

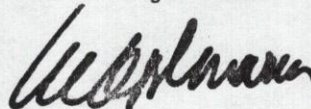
CONDUCT OF SCHOOL END-OF-SCHOOL-YEAR (EOSY) CONFERENCE

**To: Public Schools District Supervisors/ DICs
Public Elementary/Secondary School Heads
All Concerned**

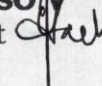
1. **The field is hereby advised on the conduct of the School End-Of-School-Year (EOSY) Conference in any date within July 17-21, 2023, at their respective schools.**
2. **Agenda shall be the following:**
 - 2.1 School Forms
 - 2.2 Clearance
 - 2.3 Election of District Teacher Association
3. **Budget for the meals is at P 250.00 per participant and shall have the following breakdown, chargeable against School MOOE- available budget allocation for Training or GAD expenses, subject to usual accounting and auditing rules and regulations:**
 - 3.1 P 50.00-AM Snacks
 - 3.2 P 150.00-Lunch
 - 3.3 P 50.00- PM Snacks
4. **Moreover, teachers shall present their IPCRF to the School Principal and the school management shall conduct inventory of property under the following categories: a) Personal, b) School, c) Donations.**
5. **The School Head must assign an Officer-of-the-Day among the Non-teaching personnel.**

6. An Accomplishment Report containing a photo documentation of the event and the foods/meals served shall be submitted to the Office of the Schools Division Superintendent.

7. Wide dissemination of this Memorandum is enjoined.



EDILBERTO L. OPLENARIA, EdD, CESO IV
Schools Division Superintendent



ELO/EGD/SGOD/mma/cabiassa