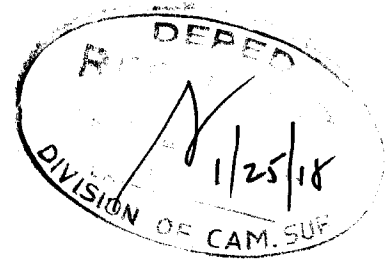




**DIVISION MEMORANDUM**

No. 24, s. 2018



TO: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
All PSDS Secondary  
All Secondary School Heads

FROM: **ARNULFO BALANE, CESO V**  
Schools Division Superintendent

DATE: January 18, 2018

RE: **ACSSSA CONFERENCE**

1. The Association of Camarines Sur Secondary School Administrators, Inc. (ACSSSA), will be having an Organizational Conference on February 1, 2018, 8:00 – 5:00 PM at Naga City in a venue to be announced later.
2. The purposes of this one-day conference are as follows:
  - a. Render financial report for the activities conducted by the association;
  - b. Updates on the juridical status of the association;
  - c. Plan and discuss matters pertaining to the conduct of the Battle of the Wise(BOW) 2018;
  - d. Information dissemination and distribution of tickets for the Musical Stage play, "Obra ni Juan"
  - e. Relay information about the forthcoming GAD Activity
3. The participants for this activity are the Assistant Schools Division Superintendent in charge of Secondary, CID and SGOD Chiefs, PSDS Secondary, Secondary School Heads and selected support staff.
4. A registration fee in the amount of Five Hundred Pesos (P500.00) shall be charged to each participant to cover the expenses for meals, venue and other organizational expenses. Registration fee of schools attached to the division and SDO Camarines Sur personnel shall be automatically deducted from their respective school MOOE while autonomous schools and shall pay the registration fee on site. Registration fee, travel and other related expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Attendance of all concerned is a must.
6. For wide dissemination.