



January 15, 2019

Regional Memorandum
No. 012, s. 2019

SECOND REGIONAL ASSEMBLY OF EDUCATION LEADERS

TO: Schools Division Superintendent

1. The Department of Education Region XI, through the Philippine Association of School Superintendents of Region XI (PASS XI), shall convene the Second Regional Assembly of Education Leaders with the theme “Hold IT in Trust : Leading in the Time of Industry 4.0” on May 27-29, 2019 at SMX, Lanang, Davao City.
2. The Assembly aims to provide the education leader-participants in this region with a venue to strengthen their capabilities as public servants.
3. The participants in this activity are Regional, Division and School Personnel.
4. The number of participants in the said activity is listed below:

Division	Division and School Personnel
Compostela Valley	450
Davao City	450
Davao Occidental	300
Davao Oriental	250
Davao del Norte	350
Davao del Sur	300
Digos	150
Mati	250
IGACOS	150
Panabo	150
Tagum	150
SDSs & Staff	30
Regional	10
Total	2,990

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5. ALL PASS members of Region XI and identified staff are authorized to participate. They shall provide overall direction and management in the conduct of the activity. Attendance shall be on **official business**.
6. A registration fee of Six Thousand Pesos (P6, 000.00) chargeable to regional, division or school MOOE and other local funds shall be collected from the participants to cover for the cost of meals (lunch and snacks), rental of venue, honorarium of resource speakers, reproduction of handouts and materials including kits, and other expenses.
7. Transportation, board and lodging and other incidental expenses are chargeable to local funds, subject to the usual accounting and auditing rules and regulations.
8. Since this is a live-out activity, participants, shall make their own arrangements for their board and lodging in the nearby hotel/pension house.
9. Payment of registration fee shall be made through bank deposit only on or before April 1, 2019.

Bank Name: BPI – Ateneo Branch

Account Name: Davao Regional Association of School Superintendents

Account Number: 2513010306

10. The SDOs are requested to:
 - a. Submit the official list of participants to passxi@deped.gov.ph or before April 5, 2019 with copies of deposit slips;
 - b. Present to the Registration Committee on May 27, 2019 (Day 1) the original deposit slips of the official participants for issuance of official receipt/s; and
 - c. Endorse replacement (if any) of official participants signed by the Schools Division Superintendent.
11. On-site and walk-in participants shall not be accepted.
12. Enclosed is the Indicative Program Matrix of the activity.

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13. For more information, all concerned may contact Dr. Josephine L. Fadul, President of PASS XI at telephone no. (084) 216- 6506 or through email address at jl_fadul@yahoo.com.
14. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

PASS/RAEL

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