



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Cebu City

**Office of the Schools Division
 Superintendent**

MEMORANDUM
 MLA-2022- **103**

TO : **Division Chiefs
 Public Schools District Supervisors
 Section Heads
 School Heads, Elementary & Secondary Public Schools
 All Others Concerned**

FROM : **RHEA MAR A. ANGTUD EdD**
 Superintendent
 Office of the Schools Division Superintendent

SUBJECT : **SUBMISSION OF PERTINENT DOCUMENTS FOR THE NON-
 ATTENDANCE DURING EXECON**

DATE : May 4, 2022

1. The school heads, being the school managers, play a vital role in the administration and supervision of the school operations. Being leaders, you are expected to attend the executive conferences and other conferences relative to your function as executives/directors in your respective schools. However, with the recent Executive Conference held last April 28-29, 2022, it was observed that there were some who were not around. Thus, for record and liquidation purposes, those school leaders/SDO staff who were not around are to submit pertinent documents relative to their non-attendance during the Execon.
2. Those who were not around are to submit a letter addressed to the SDS stating the reason for their absence, with the following attachment:
 - a. Those who were on official leave must attach a photocopy of their approved Form 6.
 - b. For those who were on sick leave, are to attach their medical certificate.
3. Public Schools District Supervisors and Division chiefs are to ensure that those who were not around during the Execon are to submit the needed documents .
4. For information and guidance.
5. Immediate dissemination of and compliance with this memorandum is desired.



Address: New Imus Ave., Barangay Day-as, Cebu City
 Telephone Nos.: 2551516