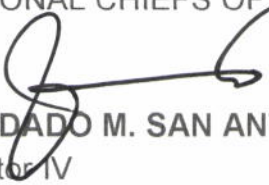


## MEMORANDUM

**T O** : ASSISTANT REGIONAL DIRECTOR  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL CHIEFS OF DIVISION

**FROM** :   
DIOSDADO M. SAN ANTONIO  
Director IV

**SUBJECT** : 2016 TEA GOVERNANCE FORUM

**DATE** : January 4, 2016

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DepEd Region IV-A (CALABARZON), in coordination with the Region IV-A Association of Schools Division Superintendents, Inc., will conduct the 2016 TEA Governance Forum at the Quezon Convention Center, Belen Drive, Capitol Compound, Barangay 10, Lucena City on January 13, 2016 from 9.00 am to 3.00 pm.

A registration fee of one hundred fifty pesos (Php150.00) per participant shall be collected to cover for administrative expenses. The registration fee and travel expenses of participants shall be charged against local funds, subject to accounting and auditing rules and regulations. Food provisions shall be arranged by their respective Schools Division Offices.

Participants to the said forum are the Schools Division Superintendents, Assistant Schools Division Superintendents, Chiefs of Divisions at the Regional and Division Offices, Education Program Supervisors, Planning Officers, Senior Education Program Specialists, Education Program Specialists, Project Development Officers, Public Schools District Supervisors and School Heads.

Pre-registration of all participants is strongly encouraged. Kindly submit the names of your attendees to the Region IV-A Association of Schools Division Superintendents, Inc. c/o **MS. LUDY M. PASAGUI**, OIC-SDS, Division of Lipa City on or before January 8, 2016. Check payments shall be under the account of the above-stated Association.

As previously agreed, a T-shirt design contest will be one of the highlights of this Forum. Schools Divisions are likewise expected to prepare a Tarpaulin and 2-minute video focusing on TEA governance best practices.

Immediate dissemination of this memorandum to all concerned is enjoined.

