



Republic of the Philippines  
Department of Education  
**Region VI – Western Visayas**  
DIVISION OF CAPIZ  
Banica, Roxas City



January 16, 2018

Division Memorandum  
No. 016 s. 2018

**PLANNING CONFERENCE OF DISTRICT SBM COORDINATORS AND SECONDARY SCHOOL  
SBM COORDINATORS FOR SBM WINS SUMMIT**

TO: Chief Education Supervisors  
Public Schools District Supervisors/Officers-In-Charge of the Districts  
Heads of Public Elementary, Secondary and Integrated Schools  
District SBM Coordinators  
Secondary School SBM Coordinators

1. The Schools Division of Capiz through the School Governance and Operations Division will conduct a Planning Conference of District SBM Coordinators and Secondary School SBM Coordinators on **January 26, 2018**. The venue will be announced later.
2. The conference aims to discuss preparations for the coming division level WinS summit and to organize a Technical Working Group that will take charge of the preparation and conduct of the activity.
3. Expenses relative to the conduct of this activity are chargeable against the Division INSET Funds while travel expenses of the participants will be charged against school MOOE subject to the usual accounting and auditing rules and regulations.

  
**MIGUEL MAC D. APOSIN, Ed. D., CESO V**  
Schools Division Superintendent 