



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

September 2, 2024

DIVISION MEMORANDUM
No. 561, s. 2024

**ADDENDUM TO THE DIVISION MEMORANDUM NO. 552 S. 2024,
RE: PLANNING CONFERENCE OF SCHOOL HEADS FY 2025**

To: Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
All others concerned

1. In connection with Division Memorandum No. 552, s. 2024, re: Planning Conference of School Heads for FY 2025, please be informed that the venue for all batches will be at the Penthouse, Greene Manor Condotel, Lazatin Blvd., City of San Fernando, Pampanga.
2. In the event of work and class suspensions during the conference, resource persons, members of TWG, and participants are entitled to claim compensatory time-off, in accordance with the Division Memorandum on the Issuance of Service Credits.
3. Participants are advised to bring their official receipts, which must be presented during registration. To fully enjoy the provided breakfast, participants are encouraged to arrive early.
4. Immediate and wide dissemination of this memorandum is expected

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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