



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Arch. Gabriel M. Reyes St., Kalibo, Aklan



May 15, 2018

To: Public Schools District Supervisors  
Principals/Head Teacher In-Charge of the District

Dear Sirs/Mesdames:

Greetings!

Please advise all district RQA encoders to come for a conference on May 17, 2018, 8:30 A.M. at the ASJ Hall, Division Office, Kalibo, Aklan.

The finalization of the 2018-2019 Registry of Qualified Teacher Applicants and other matters will be taken up. They are instructed to bring all necessary documents, a laptop and an extension cord.

Service credit shall be granted to teachers and other entitled personnel subject to the provisions of DepED Order No. 53, s. 2003, "Updated Guidelines on Grant of Vacation Service Credits to Teachers." Expenses incurred relative to attendance to this activity may be charged against local funds subject to the usual accounting and auditing rules and regulations.

Thank you.

Very truly yours,

  
**Dr. SALVADOR O. OCHAVO, JR., CESO VI**  
Schools Division Superintendent

/JRN

DIVISION LETTER  
NO. 84, 2018