<Date>

**To: Schools Division Superintendents**

Dear Superintendents,

This is to inform your office about the invitation of **<Name of Stakeholder or Organizer>** to their **<Name of Event>**, <details of the event such as date, time, location or online platform, etc>.

<Other pertitent details such as aim of the program, target participants, etc>.

Interested participants are reminded of the following conditions:

1. that the Schools Division Office be informed, in writing, of participation in the said activity;
2. participation is strictly on a **voluntary basis**;

*additional conditions if activities involved learners:*

1. strict observance of the **No Collection Policy** of the Department; and
2. strict observance of **Time-On-Task Policy** or the **No Disruption of Classes Policy** of the Department.

*additional conditions if activities involved only teaching and/or non-teaching personnel*

1. expenses to be incurred shall be on a **personal basis** or **sourced from a legitimate local government unit or donor**; and
2. strict observance of **Time-On-Task Policy** or the **No Disruption of Classes Policy** of the Department; and

Please be guided accordingly.

Very truly yours,

**<NAME OF REGIONAL DIRECTOR>**

Regional Director