



DIVISION MEMORANDUM

No. 267 s. 2017

To: Education Program Supervisors
Public Elementary and Secondary School Heads
All Elementary and Secondary Teachers
This Division

From:  **ALLAN G. FARNAZO, CESO IV**
Regional Director/Concurrent SDS

Subject: ***Division In-Service Training***

Date: September 13, 2017



- a. To effectively deliver the mandate of the Department of Education and to support the professional development of its teaching personnel towards the pursuit of providing quality education, the Division of El Salvador City will conduct a Division In-Service Training this coming October 30-31, 2017 at El Salvador City Central School from 8:00 A.M. to 5:00 P.M.
- b. Participants of the said In-Service Training are all teachers and school heads. Education program supervisors of the learning areas will lead as facilitators during the break away sessions.
- c. Participants are advised to bring the following:
Kindergarten Teachers: NKCG, Curriculum Guide, DLP, notebook, ballpen, pencil, scissor, glue, pentel pen
Elementary Teachers and Secondary Teachers: notebook, ballpen
- d. Meals, snacks, supplies and other materials shall be charged to HRTD funds, subject to the usual accounting and auditing rules and regulations.
- e. For information, guidance and strict compliance.