



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**



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**DIVISION MEMORANDUM**

No. 274, s. 2019

To: All Public Elementary School Heads  
All Public Secondary School Heads  
This Division

From: *Fr: JM*  
**JESNAR DEMS S. TORRES, Ph.D., CESE**  
Asst. Schools Division Superintendent  
OIC-Schools Division Superintendent

Subject: School-Based In-Service Training for Teachers 2019

Date: October 18, 2019

1. 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, this Office enforces all schools to conduct In-Service Training for Teachers on October 21-25, 2019.
2. Further, all school heads are directed to submit their Activity/Training Design on the aforementioned activity for approval and recommendation.
3. Teachers who have no seminars or training on the indicated week should attend to this activity. School heads are expected to be the facilitators during the sessions.
4. Meals, snacks, supplies and other materials needed for the said activity shall be charged against School MOOE, subject to the usual accounting and auditing rules and regulations.
5. For information, guidance and strict compliance.

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