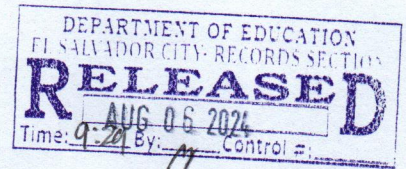




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

August 5, 2024

DIVISION MEMORANDUM

No. 300, s. 2024

**PREWORK FOR THE DIVISION RESOURCE SPEAKERS ON THE
 UPCOMING DIVISION-WIDE CASCADING OF THE SCIENCE OF
 READING**

To: Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division
 El Salvador City Division
 All Others Concerned

1. Regarding on **Regional Memorandum No.662, s.2023** or the **Upskilling of the School Heads and Supervisors on the ELLN with Focus on the Science of Reading (Cluster-based)**, this Office identifies the participants to the pre-work activity on August 21-23, 2024, for the division-wide roll out. A separate memorandum shall be issued to announce the specific venue.

2. Below is the list of participants:

Name of Participants	Designation	Station
1.Lina C. Bejiga	EPS	Division Office
2.Genevieve E. Lusterio	EPS	Division Office
3.Margie R. Valmoria	EPS	Division Office
4.Helen S. Palasan	P3	Molugan Central School
5.Ma. Lou Lea C. Nob	P2	Sinaloc Elementary School
6.Sammy S. Tres Reyes	HT1	Amoros Elementary School
7.Jovel B. Labis	HT1	Himaya Elementary School

3. The participants can claim compensatory time-off (CTO) when training schedules fall during declared holidays, regular official holidays, and weekends.

4. The participants may check in on Day 0 (August 20, 2024); the first meal is dinner, and the last is lunch on Day 3 (August 23). Check-in at the venue is 2:00 p.m. on Day 0, and check-out is on Day 3 (noon).



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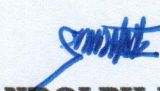
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5. Each participant is expected to secure the following:
 - a. Laptop
 - b. Pocket wifi/mobile internet data
 - c. Extension cord
6. The participants of this pre-work were trained school heads and supervisors-**strictly no teaching personnel is involved**. Board and lodging will be charged to **FY 2024 GAAAO** while the travel, per diem, and incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
7. This Memorandum shall also serve as the **Authority to Travel** of the participants.
8. Moreover, this Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account.
of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
9. For immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

*To be indicated in the Perpetual Index
Under the following subjects:*

Curriculum

Early Language and Literacy and Numeracy

**Re: PREWORK FOR THE DIVISION RESOURCE SPEAKERS ON THE UPCOMING DIVISION-WIDE
CASCADING OF THE SCIENCE OF READING**

CID/lcb



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