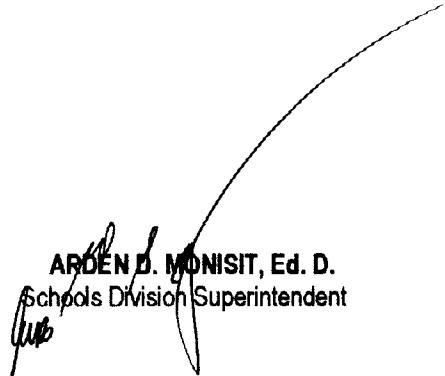


e. School Administrator's Profile

Name of School Administrator	Designation	SPED Trainings/ Seminars Attended	MA Units in SPED	Years of Experience in SPED

4. The District Supervisors are requested to inform their SPED teachers to ensure 100% attendance.
5. Traveling and other allowable expenses of the participants shall be chargeable against School MOOE/PTA Funds/SPED Downloaded Funds subject to the availability and the usual accounting and auditing rules and guidelines. Venue rental, snacks and lunch of the participants shall be charged to Division Inset Funds.
4. This Memorandum shall serve as Authority to Travel.
5. Immediate and wide dissemination of this Memorandum is desired.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

Telephone Numbers:
Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401
Admin/Legal: (032) 253-7847

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com