



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



September 27, 2013

DIVISION MEMORANDUM

No. 564 s. 2013

ONE-DAY CONFERENCE OF ALL SCHOOL TLE COORDICATORS

**To : OIC, Assistant Superintendents
Education Supervisors/Coordinators
Secondary School Heads**

1. This Office announces a **One-Day Conference of All School TLE Coordinators** on October 8, 2013, 8:00 – 5:00 p.m. at the Division Conference Hall, IPHO Bldg., Lahug, Cebu City.
2. The conference aims to:
 - a) Clarify guidelines on inclusion of names of teachers for TESDA Assessment
 - b) Discuss plans for skills training of TLE Teachers
 - c) Discuss plans for Different Levels of Technolympics 2013
3. Coordinators are advised to know the specific skills of TLE teachers for National Certification I, II & III Assessment with TESDA for ready submission during the conference.
4. A registration fee of P200 shall be collected from each participant to defray expenses for 2 snacks and lunch.
5. Registration, travelling and other incidental expenses incurred by the participants shall be chargeable against school MOOE/STEP/PTA/SEF/TVE funds subject to its availability and the usual accounting and auditing rules and regulations.
6. This memorandum serves as participants' **Authority to Travel**.
7. Wide and immediate dissemination of this Memorandum is desired.

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

Telephone Numbers:

Schools Division Superintendent	(032556405
Asst. Schools Division Superintendent	(032) 414-7457
Accounting Section	(032) 254-2632
Disbursing Section	(032) 255-4401
Administrative Section	(032) 255-7457

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