



June 18, 2014

**DIVISION MEMORANDUM**

No. 282 s. 2014

**NORFIL FOUNDATION, INC. LIVE-IN TRAINING ON DISABILITY AND REHABILITATION  
FOR SELECTED SCHOOL ADMINISTRATORS/PRINCIPALS AND  
ELEMENTARY SCHOOL TEACHERS**

To:

**Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads**

1. Attached is a letter from Mr. Jhonny Barrameda, Officer in Charge of NORFIL Foundation, Inc., dated May 5, 2014, inviting selected School Administrators/ Principals and Elementary School Teachers for a Live-in Training on Disability and Rehabilitation.
2. Board and lodging will be shouldered by NORFIL Foundation, while travel and other incidental expenses are chargeable against School MOOE/ Local School Board Funds and PTA Funds, subject to the usual accounting rules and regulations.
3. This Memorandum serves as your Authority to Travel.
4. Immediate dissemination of this Memorandum is desired.

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

NORFIL Foundation, Inc.

*Making a Difference for Children and Families*

Community-Based Rehabilitation Program for Children/Youth with Disability

May 5, 2014

**DR. ARDEN D. MONISIT**  
Division Superintendent  
Province of Cebu

Dear Dr Monisit,

NORFIL Foundation Inc. is a non-profit, non-government organization that is registered with Securities and Exchange Commission (SEC), licensed and accredited by the Department of Social Welfare and Development (DSWD). Its vision is a lead organization in the care and rehabilitation of disabled, neglected and abandoned children through community and family based programs.

Community Based Rehabilitation Program for Children and Youth with Disability (CBR) is one of our main programs. We are operating in Lapu Lapu City for 25 years now, and expanded this program in the City of Bogo, Municipalities of San Remegio, Tabogon, Sogod, Medellin, Dalaguete, Boljoon, Oslob, Samboan, and Ginatilan. One of our goals is to increase the number of rehabilitated children and youth with disabilities (CYWD's) through home based programs and services that will ensure full integration and participation of these special needs children in the society. It is implemented in partnership with the Local Government Units, Non-government organizations, and civic organizations.

For this quarter, we are planning to conduct a live in training on Disability and Rehabilitation for School Administrators/Principals on June 24-25, 2014 (**South Areas**), July 3-4, 2014 (**North Areas**) and for Elementary School Teachers on June 26-27, 2014 (**South Areas**), July 7-8, 2014 (**North Areas**) from 9:00 a.m to 5:00 in the afternoon at Applied Nutrition Center, Banilad, Cebu. The training aims to provide the participants with necessary information about disability, its causes and symptoms, to educate the participants about the different laws pertaining to the welfare of children/youth with disability and to ensure that children and youth with disability will have an access to education.

In this regard, we would like to ask permission to please allow the attendance of the School Administrators, Principals and Teachers to attend the said activity and provide their transportation as their counterpart. Board and lodging will be shouldered by NORFIL Foundation. Attached herewith is the list of target schools and the date when we are going to conduct the said activity.

We will coordinate with your office for any details about the said activity or you may call at 481-9645 / 09058317864 or email us at [norfilcebu@cbu.norfil.org.ph](mailto:norfilcebu@cbu.norfil.org.ph), [north@yahoo.com](mailto:north@yahoo.com).

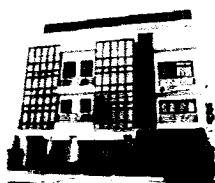
We thank you for your enduring support for Persons with Disabilities and we look forward to your most favorable response to this request.

Very truly yours,

  
**MIGUELITO BUTRON**  
CBR SPED TEACHER

Noted by:

  
**JHONNY BARRAMEDA**  
Officer in Charge



## Schedule of Trainings and List of Target Schools

**South Areas** (Dalaguete, Boljoon, Oslob, Samboan and Ginatilan)

**June 24-25, 2014-** School Administrators (30 District Supervisor, Principals & Guidance Counselor)

**June 26-27, 2014-** 35 Elementary School Teachers

Name of Schools	Target Participants	
	School Administrators	Elem. School Teachers (number)
Boljoon Central School	District Supervisor & Principal	1
Oslob Central School	District Supervisor & Principal	1
Tan-awan Elementary School	School Principal	2
Alo Elementary School	School Principal	2
Daanlungsod Elementary School	School Principal & Guidance Counselor	2
Looc Elementary School	School Principal & Guidance Counselor	2
Nueva Caceres Elementary School	School Principal & Guidance Counselor	2
Gawi Elementary School	School Principal	2
Dalaguete Central School	District Supervisor & Principal	1
Casay Elementary School	School Principal	2
Matalongon Elementary School	School Principal & Guidance Counselor	2
Samboan Central School	District Supervisor & Principal	1
Ginatilan Central School	District Supervisor & Principal	1
Anao Elementary School	School Principal	2
Cambagte Elementary School	School Principal	2
Campisong Elementary School	School Principal	2
Canorong Elementary School	School Principal	2
Guiwanon Elementary School	School Principal	2
Kagsing Elementary School	School Principal	2
Palanas Elementary School	School Principal & Guidance Counselor	2

**North Areas** (Sogod, Tabogon, San Remigio and Medellin)

**July 3-4, 2014-** School Administrators (30 District Supervisor, Principals)

**July 7-8, 2014-** 35 Elementary School Teachers

Name of Schools	Target Participants	
	School Administrators	Elem. School Teachers (number)
Sogod Central School	District Supervisor & Principal	1
Calumboyan Elementary School	School Principal	2
Damolog Elementary School	School Principal	2
Poblacion Elementary School	School Principal	1
Nahus-an Elementary School	School Principal	1
Lubo Elementary School	School Principal	1
Tabogon Central School	District Supervisor & Principal	1
Daantabogon Elementary School	School Principal	2
Loong Elementary School	School Principal	1
Ilihan Integrated School	School Principal	2
Libjo Elementary School	School Principal	2
San Vicente Elementary School	School Principal	1
San Remigio Central School	District Supervisor & Principal	1
Hagnaya Elementary School	School Principal	2
Punta Elementary School	School Principal	1
Mano Elementary School	School Principal	1
Tacup Elementary School	School Principal	1
Dapdap Elementary School	School Principal	1
Lambusan Elementary School	School Principal	1
Luyang Elementary School	School Principal	1
Medellin Central School	District Supervisor & Principal	1
Dalingding Elementary School	School Principal	1
Caputatan Elementary Schoon	School Principal	1
Kawit Elementary School	School Principal	2
Mahawak Elementary School	School Principal	2

**South Areas (Dalaguete, Boljoon, Oslob, Samboan and Ginatilan)**

**June 24-25, 2014-** School Administrators (30 District Supervisor, Principals & Guidance Counselor)

**June 26-27, 2014-** 35 Elementary School Teachers

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	School Administrators	Elem. School Teachers (number)
Boljoon Central School	District Supervisor & Principal	1
Oslob Central School	District Supervisor & Principal	1
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Alo Elementary School	School Principal	2
Daanlungsod Elementary School	School Principal & Guidance Counselor	2
Looc Elementary School	School Principal & Guidance Counselor	2
Nueva Caceres Elementary School	School Principal & Guidance Counselor	2
Gawi Elementary School	School Principal	2
Dalaguete Central School	District Supervisor & Principal	1
Casay Elementary School	School Principal	2
Matalongon Elementary School	School Principal & Guidance Counselor	2
Samboan Central School	District Supervisor & Principal	1
Ginatilan Central School	District Supervisor & Principal	1
Anao Elementary School	School Principal	2
Cambagte Elementary School	School Principal	2
Campisong Elementary School	School Principal	2
Canorong Elementary School	School Principal	2
Guiwanon Elementary School	School Principal	2
Kagsing Elementary School	School Principal	2
Palanas Elementary School	School Principal & Guidance Counselor	2

**North Areas (Sogod, Tabogon, San Remigio and Medellin)**

**July 3-4, 2014-** School Administrators (30 District Supervisor, Principals)

**July 7-8, 2014-** 35 Elementary School Teachers

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Calumboyan Elementary School	School Principal	2
Damolog Elementary School	School Principal	2
Poblacion Elementary School	School Principal	1
Nahus-an Elementary School	School Principal	1
Lubo Elementary School	School Principal	1
Tabogon Central School	District Supervisor & Principal	1
Daantabogon Elementary School	School Principal	2
Loong Elementary School	School Principal	1
Ilihan Integrated School	School Principal	2
Libjo Elementary School	School Principal	2
San Vicente Elementary School	School Principal	1
San Remigio Central School	District Supervisor & Principal	1
Hagnaya Elementary School	School Principal	2
Punta Elementary School	School Principal	1
Mano Elementary School	School Principal	1
Tacup Elementary School	School Principal	1
Dapdap Elementary School	School Principal	1
Lambusan Elementary School	School Principal	1
Luyang Elementary School	School Principal	1
Medellin Central School	District Supervisor & Principal	1
Dalingding Elementary School	School Principal	1
Caputatan Elementary Schoon	School Principal	1
Kawit Elementary School	School Principal	2
Mahawak Elementary School	School Principal	2
Daanlungsod Elementary School	School Principal	2