



July 28, 2014

DIVISION MEMORANDUM

No. 352, s. 2014

**ORIENTATION ON THE *BASA PILIPINAS* APPROACH TO LITERACY INSTRUCTION
FOR ELEMENTARY SCHOOL HEADS**

**To: Assistant Superintendents
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary School Heads**

1. This Office announces the conduct of an **Orientation on the *Basa Pilipinas* Approach to Literacy Instruction for Elementary School Heads** at the designated venues on **July 30-31 and August 4-5, 2014**.
2. Please refer to the attached schedule and accommodation arrangements for each cluster and list of facilitators.
3. *Basa Pilipinas* has arranged for a live-in activity, except for the participants from Consolacion, Liloan and Compostela. Thus, participants are expected to check in on day 1, July 30 (Batch 1) and August 4 (Batch 2) at 11:00 AM. Day 1 activities will start at exactly 1:30 PM. Check out is on July 31, 2014 (Batch 1) and August 5, 2014 (Batch 2), except for the participants from Bantayan and Camotes Islands who may checkout on the day after the activity. Provisions for dinner of July 31 and August 5, 2014 will be added to the reimbursements of transportation expenses.
4. Daily transportation expenses of participants with live-out arrangements; and round trip transportation expenses of participants with live-in arrangements shall be reimbursed. Boat and bus tickets and other transportation receipts will be collected by *Basa* as attachments. Reasonable taxi claims without receipts shall only be reimbursed based on PUJ fares.
5. Traveling, hotel accommodation, meals and snacks and other expenses relative thereto, shall be chargeable against **USAID *Basa Pilipinas* Funds**, subject to availability and the usual accounting and auditing rules and procedures.
6. This Memorandum serves as participants' Authority to Travel.
7. Immediate dissemination of and compliance with this Memorandum is directed.

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

Orientation for School Heads of Cebu Province and Mandaue City
July 30-31 (Ecotech); August 4-5 (Ecotech and Dohera Hotel)

Cluster #		District	# of SHs	Total # of pax	Break-out Venue	Date	Pax Accomodations Arrangement
1	1	Dalaguete 1	15	54	Ecotech (Kamagong)	July 30-31	Live-in
	2	Dalaguete 2	9				
	3	Moalboal	15				
	4	Sibonga	15				
2	5	Argao 1	17	55	Ecotech (Molave 1)	July 30-31	Live-in
	6	Argao 2	22				
	7	Badian	16				
3	8	Cordova	10	48	Ecotech (Pavilion)	July 30-31	Live-in
	9	Ginatilan	8				
	10	Alcantara	9				
	11	Balamban 2	12				
	12	Balamban 1	9				
4	13	Pinamungajan 1	11	50			
	14	Pinamungajan 2	9				
	15	Barili 1	15				
	16	Barili 2	15				
5	17	Dumanjug 1	12	60	Ecotech (New Dining 1)	July 30-31	Live-in
	18	Dumanjug 2	17				
	19	Alegria	15				
	20	Oslob	16				
6	21	Boljoon	11	60	Ecotech (New Dining 2)	July 30-31	Live-in
	22	Santander	8				
	23	Malabuyoc	12				
	24	Samboan	15				
	25	Aloguinsan	14				
7	26	Asturias	18	64	Ecotech (Annex Dining)	July 30-31	Live-in
	27	Tuburan 1	15				
	28	Tuburan 2	16				
	29	Tabuelan	15				
Total for July 30-31			391				
8	30	Mandaue Central	5	51	Dohera Hotel (Capiz)	Aug. 4-5	Live-out
	31	Mandaue North	6				
	32	Mandaue South	4				
	33	Mandaue West	12				
	34	Liloan	13				
	35	San Rem 1	11				Live-in
9	36	Consolacion	18	52	Dohera Hotel (Yakal)	Aug. 4-5	Live-out
	37	Compostela	15				Live-in
	38	Carmen	19				Live-in
10	39	Sogod	21	51	Dohera Hotel (Elements)	Aug. 4-5	Live-in
	40	Tabogon	20				
	41	Catmon	10				
11	42	Medellin	20	52	Ecotech (New Dining 2)	Aug. 4-5	Live-in
	43	Borbon	17				
	44	Daanbantayan 1	15				
12	45	Daanbantayan 2	9	58	Ecotech (Molave 1)	Aug. 4-5	Live-in
	46	Ronda	10				
	47	San Rem 2	16				
	48	Bantayan 1	10				
	49	Bantayan 2	13				
13	50	Sta Fe	10	59	Ecotech (Annex Dining)	Aug. 4-5	Live-in
	51	Madridejos	13				
	52	Minglanilla 1	8				
	53	Minglanilla 2	9				
14	54	San Fernando	19	53	Ecotech (Kamagong)	Aug. 4-5	Live-in
	55	Pilar	10				
	56	San Francisco	18				
	57	Poro	11				
	58	Tudela	6				
59	Alcoy	8					
Total for Aug. 4-5			376				
Grand Total			767				

**ORIENTATION ON THE *BASA PILIPINAS* APPROACH TO LITERACY INSTRUCTION
FOR ELEMENTARY SCHOOL HEADS**

LIST OF FACILITATORS

- | | |
|-------------------------------|----------------------------|
| 1. Mr. Willie Adonay | - Argao 1 |
| 2. Mrs. Annabelle Alob | - Bantayan 2 |
| 3. Dr. Gladys S. Balagtas | - Division Office/Barili 2 |
| 4. Mrs. Evelyn F. Balang | - Division Office |
| 5. Mr. Glicerio Camongay | - Tuburan 1 |
| 6. Mrs. Cecilia Cartilla | - Sibonga |
| 7. Mrs. Virginia S. Cayon | - Division Office/Oslob |
| 8. Mrs. Doris Esmero | - Tuburan 2 |
| 9. Mrs. Rosanna Godinez | - Division Office/Medellin |
| 10. Mr. Danilo Manguilimotan | - Aloguinsan |
| 11. Mrs. Liza Maningo | - Cordova |
| 12. Dr. Leah Noveras | - Division Office |
| 13. Jocelyn Pacaldo | - Argao 1 |
| 14. Mrs. Maria Elena T. Paras | - Division Office |


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