



November 11, 2014

DIVISION MEMORANDUM
No. 615, s. 2014

DIVISION CONFERENCE FOR SECONDARY SCHOOL ENGLISH COORDINATORS

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

1. This Office announces the conduct of the **Division Conference for Secondary School English Coordinators** on November 17, 2014 at Golden Prince Hotel and Suites, Acacia Street Corner Archbishop Reyes Avenue, Cebu City.
2. This activity aims to:
 - a. discuss issues and concerns concerning the K to 12 Instructional Plan (IP) and Log Plan;
 - b. identify training needs of English teachers; and
 - c. finalize plans for the 2014 Division English Festival.
3. Participants to this one-day assembly are the **Secondary School English Coordinators** and the **Cebu Province English Advocates Society (CPEAS) Officers**. They are required to bring to the venue the following:
 - a. Sample Instructional Plan (IP) and Log Plan;
 - b. List of Least Learned Skills based on NAT results; and
 - c. List of Training Needs based on NCBTS Results.
4. Traveling expenses and a registration fee of **Six Hundred Pesos (Php 600.00)**, inclusive of meals, snacks, venue rental and other expenses relative thereto, shall be chargeable against **local school SEF/MOOE/PTA Funds**, subject to their availability and the usual accounting and auditing rules and procedures.
5. This Memorandum serves as participants' Authority to Travel.
6. Immediate and wide dissemination of this Memorandum is desired.

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