



February 5, 2015

**DIVISION MEMORANDUM**

No. 077 s. 2015

**DIVISION CONFERENCE OF DISTRICT MTB-MLE COORDINATORS**

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

1. There will be a Division Conference of all District MTB-MLE Coordinators on *Thursday, February 12, 2015* to start at 8:30 in the morning to 5:00 in the afternoon at the Cebu Division Conference Hall, 2<sup>nd</sup> Floor, IPHO Bldg., Sudlon, Lahug, Cebu City.
2. The conference aims to:
  - \*evaluate the MTB-MLE program in every district/school, SY 2013-2014;
  - \*get acquainted/reoriented of the MTB program of the Division/Region;
  - \*establish benchmarking of the pupils' academic performance in Grades 1-3 by Quarter;
  - \*plan for any intervention programs to improve such performance;
  - \*prepare Calendar of Activities/Programs and Projects for SY 2015 by quarter
3. A registration fee of Two Hundred Pesos (Php 200.00) will be collected from each participant to defray expenses for lunch and two snacks. Expenses incurred by the participants relative to the attendance of the conference shall be charged against School MOOE/SEF/PTA and other school funds, subject to its availability and the usual accounting and auditing rules and regulations. Other incidental expenses shall be charged against Division INSET Funds.
4. MTB-MLE Coordinators involved are requested to bring with them their Consolidated Academic Performance Report- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Quarters for MTB-MLE in Grades 1, 2 and 3 and Yearly Accomplishment Report for the Year 2014.
5. District Supervisors / OICs are requested to inform their District MTB-MLE Coordinators to ensure perfect attendance.
6. This Memorandum shall serve as the participants' Authority to Travel.
7. Immediate dissemination of this Memorandum is desired.

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



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