



April 27, 2015

DIVISION MEMORANDUM

No. 239, s. 2015

**DIVISION PLANNING CONFERENCE-WORKSHOP FOR DIVISION SUPERVISORS/COORDINATORS
AND GRADE 4 TRAINERS**

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

1. This Office announces the conduct of the **Division Planning Conference-Workshop for Division Supervisors/Coordinators and Grade 4 Trainers** in Asturias, Cebu on May 4-5, 2015. This activity shall be hosted by Loooc Norte National High School, Asturias, Cebu.
2. Participants to this workshop are the Division Supervisors/Coordinators and the Grade 4 Trainers who attended the 2015 National Training of Trainers (NTOT) last April 20- 26, 2015. Please refer to the attached list of participants.
3. This activity will focus on the following objectives:
 - discuss the project management structure and the delivery of the training program;
 - finalize and walk through the Resource Package, session guides, training matrix and responsibility guides; and
 - express commitment for quality delivery of the Mass Training of Grade 4 Teachers in the implementation of the K to 12 Curriculum.
4. Participants are requested to bring the following:
 - a. laptop;
 - b. list of handouts needed for the mass training; and
 - c. soft and hard copies of the CGs, TGs, LMs and session guides by subject area.
5. Traveling, accommodation, meals, snacks and other expenses relative thereto, shall be chargeable against **Division INSET 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

**Division Planning Conference-Workshop for Division Supervisors/Coordinators
and Grade 4 Trainers**

LIST OF PARTICIPANTS

1. Mrs. Jane O. Gurrea
2. Dr. Pamela A. Rodemio
3. Dr. Gerardo S. Mantos
4. Mrs. Evelyn F. Balang
5. Dr. Mary Ann P. Flores
6. Mrs. Maria Elena T. Paras
7. Dr. Gladys S. Balagtas
8. Mrs. Glenna C. Plarisan
9. Mrs. Araceli A. Cabahug
10. Mrs. Juvimar E. Montolo
11. Mrs. Virginia S. Cayon
12. Mrs. Hermogena G. Miranda
13. Mrs. Rosanna U. Godinez
14. Mrs. Analee Salvador
15. Mrs. Chloe Garrucha
16. Mrs. Imelda Gealon
17. Mrs. Luthgarda Borgonia
18. Mrs. Marites Toong
19. Mr. Danilo Manguilimotan
20. Mrs. Dorris Esmero
21. Mrs. Gilda Bancog
22. Mrs. Josephine dela Torre
23. Mrs. Christina Ocampo
24. Mrs. Janeth Cobrado
25. Mrs. Romela Quiamco
26. Mrs. Lorna Soco
27. Mrs. Maria Glenn Sumagang
28. Mrs. Miraflor Presillas
29. Mrs. Maxima Osoreo
30. Mr. Harry James Lucero
31. Mr. Jesson Albaran
32. Mrs. Raquel Solis
33. Mrs. Liza Maningo
34. Mrs. Fatima Solis
35. Mr. Jaime Arnejo
36. Mrs. Jessica Alferez
37. Mr. Joel Umbay
38. Mr. John Jennis Trinidad
39. Ms. Sheila Montecillo
40. Ms. Gemma Christina Castro
41. Mr. Victor Novabos, Jr.
42. Mr. Victoriano Moral
43. Mrs. Catalina Avila
44. Mrs. Clover Redula
45. Mr. Glicerio Camongay
46. Mrs. Jocelyn Pacaldo
47. Mrs. Judilyn S. Suquib
48. **Mr. Abegail M. Villamor**