



June 17, 2015

DIVISION MEMORANDUM
No. 340, s. 2015

**TEAM SYNERGY PROGRAM FOR THE TEACHING AND NON-TEACHING
PERSONNEL OF THE DIVISION OFFICE**

To: Assistant Superintendent
Education Supervisors/Coordinators
Administrative Officer V
Section Chiefs
President, Association of Non-Teaching Personnel

1. This Office announces the conduct of the **Team Synergy Program for the Teaching and Non-Teaching Personnel of the Division Office** at Hidden Valley, Lamac, Pinamungajan, Cebu on June 26-27, 2015.
2. Please refer to the attached Camp Orientation and Guidelines.
3. Considering the importance of this activity, this Office directs all teaching and non-teaching personnel to take into account the needed preparation to ensure 100% attendance. However, since Day 1, June 26, 2015 is a work day, Section Chiefs are advised to assign 1 or 2 personnel in each section to serve as skeletal force so as not to disrupt the operation of this Office.
4. Failure to attend this activity will require personnel concerned to write an explanation letter (under oath) to this Office (Attention: Mr. Jeremy Denampo, Administrative Officer V).
5. Participants shall be provided with one-day **Compensatory Time-Off (CTO)** per CSC and DBM Joint Circular No. 2, s. 2004.
6. Traveling expenses shall be chargeable against **Division MOOE Funds**, while expenses for room accommodation, meals and snacks, venue rental, training kits (honoraria of speakers/facilitators, training materials, etc.) and other incidental expenses shall be chargeable against **Division GAD Funds**, subject to the existing accounting and auditing rules and regulations.
7. This Memorandum serves as participants' Authority to Travel.
8. Immediate dissemination of the contents of this Memorandum is desired.

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

CAMP ORIENTATION & GUIDELINES
RAFI-KAC Adventure Education Center

DepEd Cebu Province
Team Synergy Program
June 26, 2015



I. PLAN AHEAD AND PREAPRE

- Course Registration Form *(to be accomplished before the Camp Date)*
NOTE: *Strictly No KAC Course Registration Form, No participation in the Camp.*

- What to Bring and What to Wear?**
 - 1 liter Water bottle
 - Cap, hat or scarf/bandana
 - Sunglasses (optional)
 - Comfortable, light-color, cotton or dri-fit t-shirts.
*Long sleeves (or arm sleeves) are recommended— *no sleeveless, strapless, tight- fit or hanging tops*
 - Comfortable pants, jogging or exercise pants
 - Closed-toe shoes with socks
 - **Personal medication, if applicable**
 - Extra Clothing (*shirts, pants, undergarments, socks, etc.*)
 - Raincoat or jacket (*in case of rain*)

- Reminders
 - You do NOT need watch or jewelry in the outdoors
 - Have your nails trimmed and short.
 - **Be ready physically as well. Exercise. Eat healthy foods. Hydrate always.**

*If there are any further inquiries regarding the program or if there is any information that needs to be relayed to the RAFI-KAC staff prior to the start of course, you may call the RAFI KAC Adventure Education Center through:

Administration Office:
2609000 local 1001

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