



June 17, 2015

DIVISION MEMORANDUM
 No. 342, s. 2015

ORIENTATION ON THE NEW GRADING SYSTEM AND LESSON PLANNING

**To: Assistant Superintendent
 Education Supervisors/Coordinators
 District Supervisors/OICs
 Elementary and Secondary School Heads**

1. This Office announces the conduct of the **Orientation on the New Grading System and Lesson Planning** at the Executive Conference Room, Ecotech Center, Sudlon, Lahug, Cebu City on the following dates:

Date	Time	Participants
July 1, 2015	8:00 AM -1:00 PM	Northeast PSDSs/OICs and School Heads (Elementary and Secondary)
	1:00 PM - 6:00 PM	Northwest PSDSs/OICs and School Heads (Elementary and Secondary)
July 2, 2015	8:00 AM -1:00 PM	Southeast PSDSs/OICs and School Heads (Elementary and Secondary)
	1:00 PM -6:00 PM	Southwest PSDSs/OICs and School Heads (Elementary and Secondary)

- Traveling expenses shall be chargeable against **local school/SEF/MOOE Funds**, while expenses for meals and snacks, venue rental, supplies and other expenses relative to the conduct of the said activity, shall be chargeable against **Division INSET Funds**, subject to the usual accounting and auditing rules and regulations.
- This serves as participants' Authority to Travel.
- Immediate and wide dissemination of this Memorandum is directed.

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

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