



**August 10, 2015**

**DIVISION MEMORANDUM**

No. **484**, s. 2015

**LIVE-OUT SEMINAR-WORKSHOP ON GENDER AND DEVELOPMENT (GAD) FOCUSED ON PERSONALITY ENHANCEMENT, ANGER MANAGEMENT AND COACHING FOR DAANBANTAYAN DISTRICT 2 AND SECONDARY SCHOOL TEACHERS OF DAANBANTAYAN, CEBU**

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

1. This Office announces the conduct of a **Live-Out Seminar-Workshop on Gender and Development (GAD) Focused on Personality Enhancement, Anger Management and Coaching for Daanbantayan District 2 and Secondary School Teachers of Daanbantayan, Cebu** on August 14-15, 2015 at the following venues:

<b>Venues</b>	<b>Participants</b>
Daanbantayan NHS Daanbantayan, Cebu	Daanbantayan Secondary School Teachers
Lamberto Te Cultural Center Daanbantayan, Cebu	Daanbantayan District 2 Elementary School Teachers

2. Participants shall be entitled to one-day service credit in accordance with the provisions of DepED Order No. 19, s. 2011 and DepED Order No. 53, s. 2003. Likewise, non-teaching staff who are involved in this training shall be provided with Compensatory Time-Off (CTO) per CSC and DBM Joint Circular No. 2, s. 2004.

3. The opening program will start at exactly 1:00 o'clock in the afternoon of day 1 (August 14).

4. A registration fee of **One Thousand Five Hundred Twenty Pesos (Php 1,520.00)** per participant for training kits, honoraria of speakers and meals and snacks, shall be chargeable against **Division GAD Funds**, while traveling, per diem and other incidental expenses, shall be chargeable against **local school/SEF/MOOE/PTA Funds**, subject to their availability and the usual accounting and auditing rules and regulations.

5. This Memorandum serves as participants' Authority to Travel.

6. Immediate dissemination of the contents of this Memorandum is desired.

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