



August 25, 2015

DIVISION MEMORANDUM

No. 539 s. 2015

ONE-DAY CONFERENCE-WORKSHOP OF SCHOOL TLE COORDINATORS

**To : Assistant Superintendent
Education Supervisors/Coordinators
Secondary School Heads**

1. The field is hereby informed that there will be a One-Day Conference-Workshop of all School TLE Coordinators at Ecotech Center, Sudlon, Lahug, Cebu City on September 4, 2015 at 8:00 o'clock in the morning.
2. Participants have to bring the Report on Specializations Offered for SY 2015-2016 following the template which is attached herewith.
3. A registration fee of P350 shall be collected from each participant to defray expenses for lunch and a.m. snacks..
4. Travelling expenses, registration fee and other incidental expenses incurred relative to the conduct of this conference are chargeable against School MOOE/SEF/PTA funds subject to its availability and the usual accounting rules and regulations.
5. This serves as participants' **Authority to Travel**.
6. Immediate and wide dissemination of this Memorandum is desired.

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

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REPORT ON SPECIALIZATIONS OFFERED FOR SY 2015-2016

MUNICIPALITY: _____ Lead Principal: _____ Contact Nos. _____

SCHOOL	GRADE 7 Specializations	TEACHER (Full Name)	NO. OF STUDENTS	GRADE 8 Specializations	TEACHER (Full Name)	NO. OF STUDENTS
	GRADE 9 Specializations	TEACHER (Full Name)	NO. OF STUDENTS	GRADE 10 Specializations	TEACHER (Full Name)	NO. OF STUDENTS

Prepared by: _____

Noted by: _____

TLE Coordinator (Contact No. _____)

School Head (Contact No. _____)