



September 7, 2015

DIVISION MEMORANDUM
No. 568, s. 2015

FOUR (4) DAY DIVISION LIVE-IN TRAINING OF ALL SECONDARY SCHOOL HEADS ON LEADERSHIP AND MANAGEMENT OF SCHOOLS AND K TO 12 CURRICULUM SUPERVISION

TO : Assistant Superintendent
Division Supervisors/Coordinators
District Supervisors/OICs
Secondary School Heads

1. To ensure proper management of schools and curriculum supervision for the K to 12 Senior High School (SHS) implementation beginning 2016, this Office announces the conduct of the **FOUR (4) DAY DIVISION LIVE-IN TRAINING OF ALL SECONDARY SCHOOL HEADS ON LEADERSHIP AND MANAGEMENT OF SCHOOLS AND K TO 12 CURRICULUM SUPERVISION** on September 14 - 17, 2015 at the Main Hall of Golden Prince Hotel and Suites, Acasia St., Cebu City.
2. The training aims to capacitate our Secondary School Heads including Heads of Integrated Schools on the proper and appropriate management approach of the K to 12 Senior High School (SHS) implementation vis 'a vis, the proper management of schools and supervision of the curriculum.
3. Participants to the training are the 239 School Heads from the Regular Secondary and Integrated Schools of the Division of Cebu Province.
4. All participants are required to bring laptop, USB, copy of SHS offering, soft copy of the complete curriculum guides, SHS Communication and Implementation Plan, SHS School Updates as of August 2015, site development plan, site ownership documents, inventory school personnel (teaching and non-teaching), school SIP & AIP, SOB & Copy of the BUB, SEF Budget and other relevant documents for easy reference and quick review.
5. All participants are advised to bring appropriate clothing suited for active and diverse activities of the training. All participants are likewise expected to be physically fit.
6. The training activities starts at 8:00 o'clock in the morning of Day 1, thus, all participants are expected to be at the venue on time. First meal will be lunch of Day 1, while the first snack will be served in the morning of Day 1.

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7. Training facilitators and staff are directed to be at the venue in the afternoon of Sunday, September 13, 2015 to prepare the venue and the materials of the training.
8. Attendance monitoring shall be strictly observed to ensure that all participants will comply with the required number of hours of the training. It means that incomplete attendance to all the session may result to non-issuance of the certificate of completion.
9. A registration fee of **FOUR THOUSAND PESOS (P 4, 000. 00)** shall be collected from each participant to defray expenses for the food, hotel accommodation, and venue rental, chargeable against **local/MOOE funds**, while expenses for the materials of the training shall be chargeable against the Division **InSET Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
10. This serves as **TRAVEL AUTHORITY** of the participants.
11. Immediate dissemination of and strict compliance with this Memorandum is directed.


ARDEN D. MONISIT, Ed.D
Schools Division Superintendent

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