



September 28, 2015
4

DIVISION MEMORANDUM
No. 647, s. 2015

**THREE (3) DAY LIVE-OUT TRAINING OF ALL PRIVATE ELEMENTARY AND
SECONDARY SCHOOL HEADS, ACADEMIC COORDINATORS AND
SHS IN-CHARGE ON K TO 12 CURRICULUM
SUPERVISION AND MANAGEMENT**

TO : Assistant Superintendent
Division Supervisors/Coordinators
District Supervisors/OICs
Heads, Private Elementary and Secondary Schools

1. To ensure that proper technical assistance are given and provided to all private schools in the Division, this Office announces the conduct of the **THREE (3) DAY LIVE-OUT TRAINING OF ALL PRIVATE ELEMENTARY AND SECONDARY SCHOOL HEADS, ACADEMIC COORDINATORS AND SHS IN-CHARGE ON THE K TO 12 CURRICULUM SUPERVISION AND MANAGEMENT** the on October 7 - 9, 2015 at Hotel Fortuna, 26 A. Borromeo St., Cebu City.
2. The training aims to capacitate our Private Elementary and Secondary School Heads, Academic Coordinators and SHS In-Charge in managing the K to 12 Curriculum vis 'a vis the Senior High School (SHS) implementation. The training will also update the participants about the latest orders and policy directions of the Department to include but not limited to the following: (1) the K to 12 curriculum; (2) voucher system; (3) partnership; (4) curricular plotting and programming; and (5) other relevant issues and concerns.
3. Participants to the training are the School Principals, Academic Heads, and SHS In-Charge of all Private Elementary and Secondary Schools of the Division of Cebu Province. **All schools must be represented in the training.**
4. All schools are enjoined to pre-register their participants by calling or texting their names on or before Friday, October 2, 2015 in order to facilitate the preparation of the training hand-outs and other materials. Only the number of confirmed participants shall be the basis in the preparation of the materials and shall be given preference in the distribution of kits/notes, while walk-in participants will be given as soon as additional orders are available.
5. All participants are required to bring laptop computer, USB, SHS offering for secondary schools offering Senior High School and other pertinent documents for easy reference. Some materials/templates are available in electronic form, thus, laptop computer is necessary.

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.
7. Training facilitators and staff are directed to be at the venue in the afternoon of Tuesday, October 6, 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 **TWO THOUSAND SEVEN HUNDRED PESOS (P 2, 700. 00)** shall be collected from each participant to defray expenses for the food, venue rental, honoraria, training materials and other incidental expenses, chargeable against private school funds and other sources.
10. This serves as **TRAVEL AUTHORITY** of the participants.
11. Immediate dissemination of and strict compliance with this Memorandum is directed.

ARBEN D. MONISIT, Ed.D
Schools Division Superintendent

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