



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



August 1, 2016

DIVISION MEMORANDUM

No. 408 s. 2016

ONE-DAY CONFERENCE OF SCHOOL TLE COORDINATORS

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

1. This is to inform the field that there will be a **Conference of All School TLE Coordinators** on August 5, 2016 at the Deped Ecotech Center (Executive Dining), Lahug, Cebu City at 8:00 a.m. – 5:00 p.m.
2. The objectives of this conference are to:
 - 1) prepare TLE teachers for TESDA assessment per specialization
 - 2) plan for skills training
 - 2) plan for the coming Division Technolympics
3. Participants are required to bring the following:
 - a) List of teachers, subject taught and level of qualification for Junior High School
 - b) List of teachers, subject taught and level of qualification form for TVL Teachers
4. The list should be in a separate sheet for Junior and TVL teachers.
5. Registration fee of Php400, travelling and other incidental expenses incurred by the participants shall be chargeable against school MOOE/STEP/PTA/SEF/TVE funds subject to its availability and the usual accounting and auditing rules and regulations.
6. This memorandum serves as participants' **Authority to Travel**.
7. Wide dissemination of this Memorandum is desired.

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Schools Division Superintendent

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