



October 10, 2016

DIVISION MEMORANDUM
 No. 640, s. 2016

**ADDENDUM TO DIVISION MEMORANDUM NO. 613, S. 2016
 (SEMINAR –WORKSHOP ON ACTION RESEARCH)**

TO : Assistant Superintendents
 Division Supervisors/Coordinators
 District Supervisors/OICs
 Elementary and Secondary School Heads

- Participants are hereby encouraged to pre-register on or before **October 13, 2016 using the format below** and should be noted by the PSDS.

| CLUSTER NO./GROUP NO./LINE NO. (based on the attached list per Div. Memo. No. 613, s. 2016) | CATEGORY(Leader School/Partner School) | NAME OF SCHOOL | NAME OF PARTICIPANT | POSITION | PROFILE (Age, Highest educational attainment, no. of yrs. in the service, specialization |
|---|--|----------------|---------------------|----------|---|
| | Leader School | | | | |
| | Partner School | | | | |

- Division Personnel/Management Team and Facilitators/Trainers are hereby directed to be in the designated venue starting October 15, 2016 (Saturday) @ 1:00 PM. Teaching personnel are entitled to a **service credit** while non-teaching personnel are entitled to a **Compensatory Time-Off (CTO)** for Saturdays and Sundays schedules.
- Please be guided accordingly.


RHEA MARA ANGTUD, Ed. D.,CESO VI
 Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
 Asst. Schools Division Superintendent: (032) 414-7457
 Accounting Section: (032) 254-2632
 Disbursing Section: (032) 255-4401
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Website : www.depedcebuprovince.com

E-mail Add: depedcebuprovince@yahoo.com