



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



May 7, 2018

**DIVISION MEMORANDUM**

No. 311 s., 2018

**TRAINING ON SCHOOL IN THE BAG (SIAB)**

**TO: Assistant Division Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OIC  
Elementary and Secondary School Heads  
School, District and Municipality ICT Coordinators  
All Others Concerned**

1. This office will conduct Training on the School in a bag (SIAB) on May 21, 2018 up to May 25, 2018 at the Applied Nutrition Center, Banilad Cebu City.
2. The participants are the Principals/School Heads, School ICT Coordinator and Teacher-in-charge of the SIAB of the following schools:

1	119689	Kintarcan ES	Santa Fe
2	119481	Caibasaan ES	Minglanilla II
3	187001	Cantolaroy ES	Sibonga
4	119688	Hilantagaan ES	Santa Fe
5	119045	Malingin ES	Balamban II
6	119279	Guimbitayan ES	Daanbantayan II
7	119053	Mambacayao ES	Bantayan I
8	119596	Cansalonoy ES	Ronda
9	119598	Langin ES	Ronda
10	119096	Kandugay ES	Barili II
11	119618	Balungag ES	San Fernando
12	187015	Cabutongan ES	Santander
13	119258	Gilutongan IS	Cordova
14	119051	Hilotongan IS	Bantayan I
15	119530	Cansaloay IS	Oslob
16	119052	Lipayran ES	Bantayan I
17	119278	Carnaza ES	Daanbantayan II
18	119026	Liki IS	Balamban I

3. Check-in at 2pm on May 21, 2018 Day 0, first meal dinner so we can start early on the 22<sup>nd</sup> of May 2018 and last meal will be on Friday, May 25, 2018 breakfast.
4. The participants, trainers and management staff in the refresher-training/workshop shall be entitled service credits in accordance with DepEd order No. 53, s. 2003 entitled *Updated Guidelines on the Grant of Vacation Service Credits* to teachers. For non-teaching personnel, including management staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered* when fall on a Saturday/holiday.
5. Travelling and other incidental expenses that will be incurred relative to your attendance in the said activity shall be chargeable against local/school MOOE/PTA/SEF Funds, Boarding are chargeable against Division MOOE and food are chargeable to Smart Communications, subject to the usual auditing and accounting rules and regulations.
6. This Memorandum serves as the **Authority to Travel**.
7. Immediate and wide dissemination of this Memorandum is desired.

  
RHEA MARIA A. ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent 