



August 8, 2018

DIVISION MEMORANDUM

No. 533, s. 2018

**ONE-DAY CONFERENCE WORKSHOP FOR ALL
DISTRICT HRD/L&D COORDINATORS**

**TO : Assistant Schools Division Superintendents
Chiefs, SGOD and CID
Education Program Supervisors / Coordinators
District Supervisors/OICs/ Caretakers
Elementary/Secondary School Heads
Teachers and All Others Concerned**

1. This Office announces the conduct of a **One-Day Conference Workshop for all District HRD/L&D Coordinators on August 10, 2018 (Friday)** from 8:00 A.M. to 5:00 P.M. at Ecotech Center (Kamagong), Sudlon, Lahug, Cebu City.
2. This activity aims to:
 - 2.1. prepare training design for Mid-Year INSET of Teachers.
 - 2.2. updates the participants on the process for CPD Accreditation.
 - 2.3. collect/submit Resume and PRC Identification Card of all speakers.
 - 2.4. discuss Post In-Service Training Activities.
3. Participants to the said activity are the District HRD/L&D Coordinators in the division. Participants are directed to bring along with them of the following:
 - 3.1. Instructional/Training Design of In-Service Training for Teachers
 - 3.2. Resume and PRC ID of all speakers for INSET Training
 - 3.3. Laptop and pocket wifi
4. For more details and information regarding this activity, please contact Dr. Margarita A. Nierra (EPS II-HRD) through this cell phone no. 09063453268.
5. Expenses for meal/snacks and venue shall be charged against **Division HRD Funds**, while travel and other incidental expenses of the participants shall be charged against **School MOOE** and other funds, subject to availability and the usual accounting and auditing rules and regulations.
6. This Memorandum serves as participants' **Authority to Travel**.
7. Immediate dissemination of this Memorandum is desired.


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Schools Division Superintendent

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