



November 23, 2018

Division Memorandum
No. 801 s. 2018

THREE-DAY TRAINING-WORKSHOP ON SIGN LANGUAGE

To: Assistant Superintendents
Chiefs, CID and SGOD
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. This Office announces the conduct of a **Three-Day Training-Workshop on Sign Language** on **December 12 to 14, 2018** at **Fortuna Hotel, Borromeo Street, Cebu City**.
2. Participants to this activity are the following:
 - a. 56 District Guidance Coordinators;
 - b. 56 District ALS Coordinators;
 - c. School Heads of SPED Centers and schools with SPED classes;
 - d. School Guidance Counselors of SPED Centers and schools with SPED classes;
 - e. Education Program Supervisors;
 - f. Education Program Specialists; and
 - g. District Kindergarten Coordinators (who are at the same time IE coordinators).
3. Meals, board and lodging expenses of participants and training staff shall be chargeable against **Division Gender and Development (GAD) funds**, while travelling expenses shall be chargeable against **school MOOE/SEF/PTA funds**, subject to the usual accounting and auditing rules and regulations.
4. Participants are expected to arrive at the venue before 7:30 AM on December 12, 2018. First meal to be served is breakfast on December 12, while the last meal is dinner on December 14, 2018.
5. This Memorandum serves as participants' Authority to Travel.
6. Immediate and wide dissemination of this Memorandum is directed.


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Schools Division Superintendent