



February 14, 2019

DIVISION MEMORANDUM

No. 096, s. 2019

**TWO-DAY CONFERENCE WORKSHOP OF PSDSs AND
DISTRICT HRD/L&D COORDINATORS ON CPD
AND PLANNING FOR SUMMER-INSET 2019**

**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 **Two-Day Conference Workshop of PSDSs and District HRD/L&D Coordinators on February 18-19, 2019** (Monday-Tuesday) from 8:00 A.M. to 5:00 P.M. at Ecotech Center, Sudlon, Lahug, Cebu City.

2. This activity aims to:

- 2.1. orient the participants on the CPD Policy;
- 2.2. prepare training design for Mid-Year INSET and Teachers Induction Program (TIP) 2019 of Teachers;
- 2.3. updates the participants on the process for CPD Accreditation;
- 2.4. collect/submit Resume and PRC Identification Card of all speakers;
- 2.5. discuss Post In-Service Training and TIP 2019 Activities.

3. Participants to the said activity are the PSDSs and 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 (if it is already available)
- 3.2. Breakdown of Expenses;
- 3.3. Short brown envelope;
- 3.4. 4 documentary stamps;
- 3.5. Updated Resume and PRC ID (cleared & colored photocopy) of all speakers for INSET Training and TIP 2019;
- 3.6. Consolidated list of teachers including newly-hired teachers per district;
- 3.7. Laptop and pocket wifi

4. This Memorandum serves as **Authority to Travel** of the participants, speakers and the members of the training team. The Medical Section/Nurse Section c/o Dr. Virgilio C. Tantuico/ Asterteie A. Bernales is also hereby directed to assign at least one (1) nurse at the training venue during the Two-day Seminar-workshop.
5. Participants from Bantayan and Camotes Islands are given **Day Zero**, however, their expenses for the dinner on Day Zero (0) will be the participants' share or counterpart for this training.
6. The said training-workshop is on **live-in/stay-in arrangement**. Expenses for meal/snacks, accommodation 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.
7. Immediate dissemination of this Memorandum is desired.

For:

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

ESTER A. FOTALAN, Ed.D.
Assistant Schools Division Superintendent
Office-in-Charge

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