



DEPARTMENT OF EDUCATION
DIVISION OF CEBU PROVINCE
SUDLON, LAHUG, CEBU CITY



April 4, 2019

DIVISION MEMORANDUM
No. 202, s. 2019

**TRAINING OF TRAINERS (TOT) ON THE THE ROLL-OUT OF RPMS-PPST
FOR SCHOOL YEAR 2019-2020**

TO : Assistant School Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
School Heads/Administrators of Public Elem. & Sec. Schools

1. This has reference to the conduct of Training of Trainers (TOT) on the Roll-Out of RPMS-PPST for School Year 2019-2020 on April 10-12, 2019. Refer to Division Memorandum No. 148, s. 2019 and Division Memorandum No. 188, s. 2019, for the details.
2. Participants are advised to accomplish the Registration Form reflected in Enclosure A and adhere to the terms and conditions specified therein.
3. Dr. Asterterie Bernales and Dr. Virgilio Tantuico shall coordinate with Mrs. Riann Villamante, Accountant III, re the purchase of medicines and other medical paraphernalia. They likewise ensure that Nurses in-charge of each cluster shall be provided with technical assistance while performing their tasks.
4. Program Management Team (PMT), Facilitators, PSDSs, QAME, Secretariat, and Medical Staff shall collaborate with the Host Districts through the Public Schools District Supervisors to ensure the smooth conduct of the said TOT. They are advised to report to their assigned venue on April 9, 2019. Likewise, they are instructed to convene on April 15, 2019 at the Division Office Function Hall for the Post Conference and Preparation of Activity Accomplishment Report (ACR).
5. Division Personnel, PSDS's and School Heads who will render services on April 9 shall be given one (1) day Compensatory Time Off (CTO) while Master Teachers shall enjoy one (1) day Service Credit, pursuant to DepED issuances.
6. Transportation, meals, snacks, and other incidental expenses incurred by the Program Management Team (PMT)/Facilitators, PSDSs, QAME, Secretariat, and Medical staff during their pre- and post-activities shall be chargeable against Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
7. This Memorandum serves as **TRAVEL ORDER**.
8. Immediate and wide dissemination of, and compliance with this Memorandum is directed.


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

Training of Trainers (TOT) Roll-out of RPMS-PPST, School Year 2019-2020
April 10-12, 2019

Registration Form

FULL NAME:	NICKNAME
School/District:	POSITION (Plantilla)
Office Address: _____	Mobile Phone No.
_____	e-mail address:
Please check appropriate box if you are a/an:	
<input type="checkbox"/> SH-Elementary <input type="checkbox"/> SH-Junior High School <input type="checkbox"/> MT- Elementary <input type="checkbox"/> MT-Junior High School	
<input type="checkbox"/> SH-Senior High School <input type="checkbox"/> Department Head/Asst. SH-Senior High School	

Terms and Conditions: (For participants only)

- The accomplished Registration Form shall be submitted to the Office of the Schools Division Superintendent, on or before April 8, 2019, **attention:** Ms. Riann Viallamante, cc. Dr. Margarita Niera, SEPS, HRD.
- The registration fee of PhP 1,200 to defray the expenses for meals and snacks during the conduct of the TOT shall likewise be remitted to Mrs. Riann Villamante on the same day together with submission of the accomplished Registration Form.

I confirm that I have read, understood and agreed to the Terms and Conditions contained in this registration template.

SIGNATURE OVER PRINTED NAME

Date