



July 11, 2019

**DIVISION MEMORANDUM**

No. 392, s. 2019

**CONFERENCE WORKSHOP OF PSDSs AND DISTRICT HRD/L&D  
COORDINATORS ON CPD UPDATES, PREPARATION FOR PRC  
ACCREDITATION AND PLANNING FOR MID-YEAR 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 CPD Updates, Preparation for PRC Accreditation and Planning for Mid-Year INSET 2019** on **July 16-17, 2019** (Tuesday-Wednesday) 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 updates of Continuing Professional Development (CPD) Policy;
- 2.2. prepare instructional/training design and program of activities for Mid-Year INSET of Teachers 2019 ;
- 2.3. update the participants on the preparation for PRC Accreditation;
- 2.4. collect/submit Resume and PRC Identification Card of all speakers;
- 2.5. discuss Post Mid-year In-Service Training Activities;
- 2.6. Update on the Learning and Development (L & D) System and Personnel Development Committee (PDC) matters; and
- 2.7. Submission of all HRD and other Reports as required.

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. Updated Resume and PRC ID (cleared & colored photocopy) of all Speakers (school head to talk on L & D System and master teachers for the GAD-Based IC Cebu topics-by subject area) for Mid-Year INSET Training 2019;

- 3.2. Consolidated list of teachers as expected participants per district;
- 3.3. Laptop and pocket wifi
- 3.4. Short brown envelope;
- 3.5. 4 documentary stamps;
- 3.6. Long white plastic folder;
- 3.7. CD-R for PRC Documents;
- 3.8. Personnel Development Committee Report
- 3.9. List of Newly-hired Teachers (date of their appointment shall be included) who participated during the conduct of TIP 2019 (in an excel form) and another list for those who failed to attend;
- 3.10. List of teachers who participated the Summer INSET 2019 and those who failed to attend to; and
- 3.11. L and D Database not yet submitted.

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/ Asteriteie 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.

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

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