



October 24, 2019

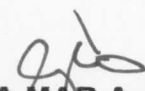
Division Memorandum

No. 665 s. 2019

**THREE-DAY SEMINAR-WORKSHOP OF ALL SPED TEACHERS
ON GAD-BASED SPED TRANSITION PROGRAM**

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

1. The field is hereby informed of the **Three-Day Seminar-Workshop of SPED Teachers on GAD-Based SPED Transition Program** on **December 9 to 11, 2019**. Venue for the said activity is to be determined yet.
2. Participants to this activity are elementary and secondary SPED teachers in the Division.
3. Participants are expected to arrive at the venue on December 9, 2019 not later than 8:30 AM. First meal to be served is breakfast on December 9, 2019, while last meal is dinner on December 11, 2019. SPED teachers from Bantayan and Camotes islands may check in on Day 0 (December 8, 2019 PM) but no dinner will be served yet.
4. Resource Speakers are directed to check in on December 8, 2019 PM. There will be a meeting of all resource speakers at 3:00 PM. Dinner will be served for the training staff/resource speakers.
5. Please refer to the attached Matrix for more information.
6. Expenses for meals, board and lodging of participants and Education Program Supervisor shall be chargeable against **Division GAD funds**, while travelling and other incidental expenses that may be incurred shall be charged against **school MOOE/SEF/PTA funds**, subject to the usual auditing and accounting rules and regulations
7. This Memorandum serves as **Authority to Travel**.
8. Immediate dissemination of and compliance with this Memorandum is directed.


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