




October 24, 2019

Division Memorandum
No. 667 s. 2019

**TWO-DAY SEMINAR-WORKSHOP OF ALS IMPLEMENTERS
ON GAD-BASED ALS WEEKLY LESSON LOG**

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 **Two-Day Seminar-Workshop of ALS Implementers on GAD-Based ALS Weekly Lesson Log** on **December 12 to 13, 2019**. Venue of the said activity is to be determined yet.
2. Participants to this activity are the following, viz:
 - a. District ALS coordinators;
 - b. District Mobile teachers;
 - c. Education Program Specialists 2 in ALS.
3. Participants are expected to arrive at the venue on December 12, 2019 not later than 8:30 AM. First meal to be served is breakfast on December 12, 2019, while last meal is dinner on December 13, 2019. DALCs and Mobile teachers from Bantayan and Camotes islands may check in on Day 0 in the afternoon (December 8, 2019) but no dinner will be served yet.
4. Resource Speakers are directed to check in on December 11, 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 **division/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