



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CEBU PROVINCE

**Office of the Schools Division
Superintendent**

December 10, 2020

DIVISION MEMORANDUM

No. 266, s. 2020

**GAD-BASED CAPABILITY BUILDING ON LEADERSHIP TO SUGBO CLAP
SECONDARY DISTRICT PRESIDENTS/ VICE-PRESIDENTS**

To: Assistant Schools Division Superintendents
CID/SGOD Chiefs
Education Program Supervisors
PSDSs/DISTRICT OICs
Elementary/Secondary School Heads
Elementary/Secondary Teachers
All others concerned

1. This Office announces the conduct of **GAD-Based Capability Building on Leadership to SUGBO CLAP Secondary District Presidents or Vice-Presidents** on **16-18 December 2020** at **Hidden Valley Mountain Resort, Lamac, Pinamungajan, Cebu**.
2. Participants to this three-day activity are the SUGBO CLAP Secondary District Presidents or Vice-Presidents.
3. Teachers must make arrangements with their respective school head as to their classes/assignments to ensure that these will not be jeopardized.
4. Members of the Program Management Team/Training Support Team are required to be at the venue (Hidden Valley Wave Pool and Mountain Resort) on Day Zero (December 15, 2020) for the preparation of the venue and materials to be used for the said activity.
5. Participants from the island districts of Camotes, Bantayan and other far districts are authorized to check-in on Day Zero. Only dinner will be served on Day Zero. Expenses such as, accommodation shall be charged against Division GAD Funds, subject to its availability and the usual accounting and auditing rules and regulations.
6. Participants are directed to comply and follow the IATF guidelines and our Division Safety Guidelines and Protocols under DM 162, s. 2020, before, during and after the training.



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7. The Medical section heads are also hereby directed to assign two (2) nurses, and bring medical kit at the training venue.

8. The said training program is a live-in/stay-in arrangement. The first meal will be served at 5:00PM (Dinner) on Day 0 – December 15 and last meal will be served at 5:00PM (dinner) on day 3 – December 18, 2020. Expenses such as, venue, accommodation, meals, snacks and materials shall be charged against Division GAD Funds subject to its availability and the usual accounting and auditing rules and regulations. Travel and other incidental expenses of the participants shall be chargeable against Local School/SEF/MOOE Funds subject to its availability and usual accounting and auditing rules and regulations.

9. This Memorandum serves as **Authority to Travel** to participants and Division Personnel.

10. Immediate and wide dissemination of this Memorandum is desired.


MARILYN S. ANDALES, ED.D., CESO V
Schools Division Superintendent