



Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City
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Memorandum *unnumbered*

TO:

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FROM: 
CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

SUBJECT: Participation to Regional Training for Teachers/ Mentors on the Early Language Literacy and Numeracy Program (Third Batch)

DATE: November 5, 2015

You are advised to attend the 11-day Regional Training for Teachers/Mentors on Early Language Literacy and Numeracy (Third Batch) on November 15-24, 2015 at Hotel Koresko, Pueblo de Oro, Golf Estates, Masterson Avenue, Cagayan de Oro City.

Registration of participants will be at 7:00 am and the Opening Program will be at 1:00 pm on November 15, 2015. Breakfast will be served as **first meal** on the same date. Lunch will be served as **last meal** on November 24, 2015.

Upon returning to his/her school the trained teacher will conduct a make up class during Saturdays in lieu of his/her 7 days of absence. The suggested dates are the following: November 28; December 5 and 12, 2015; and January 9, 16, 23, and 30, 2016.

Together with the trained School Heads, who attended the second batch, the trained teachers/mentors will conduct mentoring to the remaining untrained teachers during their **School Learning Action Cell Sessions (SLACS)**.

Traveling expenses of the participants will be charged against local funds while board and lodging, food, supplies and materials will be charged against ECARP Funds subject to the usual auditing and accounting policies rules and regulations. (please see attachments).

For compliance.