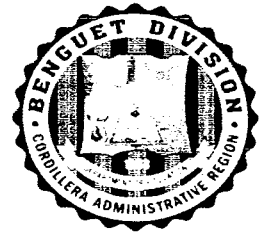




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet
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April 10, 2018

DIVISION MEMORANDUM

No. 074, s. 2018

TO: Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/District Heads
All Concerned School Heads and Teachers

FROM: *for:*  **MARIE CAROLYN B. VERANO, CESO VI**
Schools Division Superintendent

SUBJECT: PLANNING MEETING OF DIVISION POOL OF TRAINERS FOR THE CONDUCT OF THE TNA-BASED SUMMER TRAINING OF TEACHERS

1. In final preparation for the conduct of the Training Needs Assessment (TNA)-Based Summer Training of Teachers, there will be a one-day planning meeting for all the identified pool of trainers in the secondary level on April 12, 2018 (Thursday) and on April 13, 2018 (Friday) for the elementary trainers at the SDO Adivay Hall, which will start at 8:30 AM. The trainers in MAPEH for both the elementary and secondary levels, however, shall have their joint planning meeting only on April 12 from 8:30 A.M. to 5:00 P.M.
2. Participants to this meeting are all the school heads and teachers in the different learning areas who attended the Division Training of Trainers (DTOT) held December 10-12, 2017, February 26-28, 2018 and March 7-9, 2018.
3. At the end of the activity, the trainers in each learning area shall have finalized their training plans in terms of content, matrix, resource persons, logistics, among other necessary preparations for the smooth conduct of the mass training of teachers this summer vacation which will be conducted by district and clusters.
4. Participants to this meeting are advised to bring with them their session guides and initial plans of actions for reference purposes.
5. One lunch and two snacks for each trainer-participant shall be charged against the Division MOOE while transportation and other incidental expenses relative to the participation to this meeting shall be charged against local/school funds subject to the usual auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.