



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
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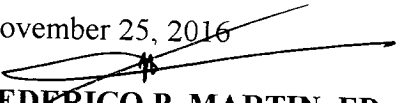


DIVISION MEMORANDUM

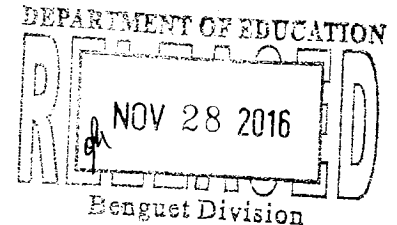
No. 232, s. 2016

TO : Education Program Supervisors
District Supervisors/Coordinating Principals
Public Elementary School Heads and Teachers

DATE : November 25, 2016

FROM : 
FEDERICO P. MARTIN, ED. D., CESO VI
Schools Division Superintendent

SUBJECT : **Division Planning/Conference of Resource Speakers/ Facilitators**
re: Conduct of Division ...



1. Relative to the upcoming Division **Orientation-Training Workshop on The Utilization of Multigrade Budget of Work (BOW) and Leveled Readers**, a one-day Planning/Conference will be held at the Adivay Hall, Schools Division Office on December 1, 2016 from 9:00 AM to 5:00 PM.
2. The agenda of the meeting are as follows:
 - a. Review of the topics to be presented during the training.
 - b. Finalization of the training matrix.
 - c. Preparation of the materials for the training and workshop activities.
3. Participants to this activity are the Division Training team which includes the resource speakers/facilitators and secretariat.
4. The participants are requested to bring the following:
 - a. Grade 1-6 curriculum guide
 - b. Soft copies of the Multigrade Budget of Work (BOW)
 - c. Laptops for the finalization of power point presentations.
5. Lunch and 2 snacks will be charged against MPPE fund, 2015 while travel expenses may be charged against available school/local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this memorandum to all concerned is requested.