



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City
Jesus Street, Pulungbulu, Angeles City
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RELEASED

FEB 29 2016

By _____
DepED Angeles City
Division of City Schools

MEMORANDUM

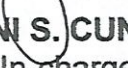

TO: School Governance Operations Division
Curriculum Implementation Division
Office of the Schools Division Superintendent

FROM: **LEILANI S. CUNANAN, CESO VI**
Officer In-Charge
Schools Division Superintendent

SUBJECT: Division Orientation – Workshop on Technical Assistance
DATE: February 26, 2016

1. The Division Orientation – Workshop on Technical Assistance will be conducted at the Library Hub, Pulungbulu, Angeles City on March 3, 4 and 7 respectively at 8:00 A.M. to 5:00 P.M.
2. The orientation aims to:
 1. describe what technical assistance is , its guiding principles steps & guidelines;
 2. analyze the processes for providing technical assistance to schools;
 3. demonstrate readiness in applying the guidelines/ standards in providing technical assistance to schools; and
 4. express appreciation in adhering to set guidelines /standards and processes in providing technical assistance.
3. Participants to this orientation – workshop are the Chief- CID, Chief-SGOD, Unit Heads – OSDS, Education Program Supervisors, Public Schools District Supervisors, EPS II (Abot – Alam and ALS), LRMDs (PDO and Librarian) and SGOD.
4. Schedule of the orientation – workshop is as follows:
 - March 3, 2016 – Education Program Supervisors
 - March 4, 2016- - Chief -CID, Chief- SGOD, Unit Heads (Administrative Officer, Accountant, Budget Officer, Cashier, Human Resource Management Officer, Records Officer, Supply Officer, Legal Officer, IT Officer, SGOD, EPS (ALS and Abot-Alam) and LRMDs (PDO and Librarian)
(after First Friday Mass)
 - March 7, 2016 – Public Schools District Supervisors

5. Expenses to be incurred in the conduct of the orientation –workshop shall be charged against the Division MOOE funds subject to usual auditing rules and procedures.
6. Wide dissemination and compliance to this Memorandum is earnestly desired.


LEILANI S. CUNANAN, CESO VI 
Officer In-charge
Schools Division Superintendent

Division Memorandum, No. 52 s, 2015