



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



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MEMORANDUM

TO: ELEMENTARY AND SECONDARY SCHOOL HEADS

FROM: SDS LUZ C. ARRIOLA

**SUBJECT: REGIONAL TRAINING ON DESIGNING COMMUNICATION
ADVOCACY AND MANAGING K to 12 TEACHING &
LEARNING**

DATE: December 11, 2014

Please be informed that a Regional Training on Designing Communication Advocacy and Managing K to 12 is scheduled on:


- December 15 for ALL Elementary School Heads at Aquino Center, Hacienda Luisita, Tarlac
- December 16-18, 2014 at the City Belt, City of San Fernando

Secondary School Participants are required to bring the following:

1. List of Trainings of Grade 9 Teachers
2. Profile of Grade 9 Teachers
3. Survey / Data of TEIs, Industry
4. Data on Manpower where your school is located.

As the dates (December 16-17) coincide with our Division Workshop on the Finalization of Senior High School Plans, **each secondary school will send the SH Focal Person** to the Regional Training. Please make sure that the required data will be brought by the participants who shall be at the venue on December 16, 2014, 8:00 A.M.

Expenses incurred in the said activity shall be borne by the Regional Office and Traveling expenses shall be charged against local funds subject to the usual accounting and auditing procedures.


LUZ C. ARRIOLA
Schools Division Superintendent