



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

UNNUMBERED MEMORANDUM

**TO: CONCERNED PUBLIC SCHOOL DISTRICT SUPERVISORS/ DISTRICT IN CHARGE
ELEMENTARY SCHOOL HEADS**

**SUBJECT : ADDENDUM TO DEPED UNNUMBERED MEMORANDUM RE: FINAL LIST
OF PARTICIPANTS FOR THE TRAINING ON THE EARLY LANGUAGE, LITERACY, AND
NUMERACY BATCH 4**

DATE : SEPTEMBER 16, 2016

1. The following teachers and School Head are the additional participants for the Early Language, Literacy and Numeracy Training Batch 4 on September 19- 28, 2016 at DepEd ECOTECH Sudlon, Lahug, Cebu City.

District	Name of School	Name of School Head	Name of Teacher
Dauin	Casile ES	Fructousa Villegas	Margie Rahiol
	Tugawe ES		Evilyn Naces

2. Participants are required to bring a copy of the curriculum guides in all learning areas from Kindergarten to Grade 3, teachers guide, learners material and laptop.


3. The training will start at 3: 00 P.M . on September 19, 2016. First meal to be served will be afternoon snacks on **September 19, 2016** and the last meal is dinner on **September 28, 2016**.

4. Expenses for board, lodging and training materials are chargeable against 2016 Every Child A Reader Program (ECARP) Funds for Early Language, Literacy, and Numeracy Program: Professional Development Component.

5. Travelling and other incidental expenses of the trainers and participants will be charged against School/Division MDOE Funds. All expenses incurred relative to the training are subject to the usual accounting and auditing rules and regulations. **A Two (2) day Compensatory Time Off/ Service Credits** will be given to the participants, trainers, and staff.

6. This Memorandum serves as **Travel Order**.

7. For immediate dissemination.


LELANIE T. CABRERA, CESE
OIC- Schools Division Superintendent
9/16/16

16 SEP 2016

