



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

**DIVISION MEMORANDUM**


No. 421 s. 2016

**TO: Public Schools District Supervisors/District-In-Charge  
Elementary and Secondary School Administrators  
Others Concerned**

**DATE: July 19, 2016**

**SUBJECT: DIVISION CONFERENCE-WORKSHOP TO ALL ELEMENTARY &  
SECONDARY MASTER TEACHERS TEACHING ENGLISH AND DISTRICT  
SUBJECT SPECIALISTS/COORDINATORS in ELEMENTARY & SECONDARY  
ENGLISH**

1. There will be a Division Conference-workshop to all Elementary and Secondary Master Teachers teaching English and the Elementary and Secondary District Subject Specialists in English/District English Coordinators at 8:30 A.M. on July 22, 2016 in the Division Conference Room.
2. The objectives of this conference include the following:
  - 2.1 Discuss issues and concerns in teaching English;
  - 2.2 Craft a plan for interventions on the different problems in teaching English ;
  - 2.3 Identify concerns for the Senior High School Subjects; and
  - 2.4 Other Matters.
3. Participants are expected to bring the following:
  - Laptop
  - Curriculum Guide, Teaching Guide, Learner's Manual & other references
  - District Consolidated Report on the different materials used in teaching English
4. Please refer to the attached template for the district consolidated materials used in teaching English.
5. One lunch, two snacks and travel and other related expenses are chargeable against school MOOE subject to the usual accounting rules and regulations.
6. Immediate dissemination of this Memorandum is desired

  
**LELANIE T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent

19 JUL 2016



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**2016 DISTRICT CONSOLIDATED REPORT ON THE MATERIALS USED IN TEACHING ENGLISH**

District: \_\_\_\_\_

Grade Level	Enrolment	Title/s of Books/References used in the teaching-learning process	No. Of Copies	Remarks	
				Enough	Not Enough
One (1)					
Two (2)					
Three (3)					
Four (4)					
Five (5)					
Six (6)					
Seven (7)					
Eight (8)					
Nine (9)					
Ten (10)					
Eleven (11)					

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

District Supervisor

