



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OFFICE

NEGROS ORIENTAL

Flourishing the Paths to Educational Excellence



Division Memorandum
February 5, 2016

To : Dr. Andrea Luz Englis
Principal, San Jose Central Elementary School
San Jose District

Subject : **ATTENDANCE TO THE NATIONAL TRAINING OF TRAINERS (NTOT) FOR GRADE 5
TEACHERS ON THE K TO 12 BASIC EDUCATION PROGRAM (BEP)**

Please be informed of your attendance to the National Training of Trainers (NTOT) for Grade 5 Teachers on the K to 12 Basic Education Program (BEP) vice Mrs. Susan Austero, Principal of San Miguel Elementary School who is presently confined to the hospital.

Please be guided with the attached Division Memorandum dated February 3, 2016 for the requirements to bring as participant to the said training in Science.

LELANIE T. CABRERA, CESE
OIC-Schools Division Superintendent

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Division Memorandum

February 3, 2016

NATIONAL TRAINING OF TRAINERS (NTOT) FOR GRADE 5 TEACHERS ON THE K TO 12 BASIC EDUCATION PROGRAM (BEP)

TO : Mrs. Elvira Diones, Principal, LOCMES, Sibulan North (for English)
Mrs. Shiela Cadimas, Teacher, DCCTES, Mabinay 2 (for Filipino)
Dr. Emelyn Bolongaita, Principal, Tayasan CES, Tayasan (for Science)
Mrs. Susan Austero, Principal, San Miguel ES, Bacong (for Science)
Dr. Antonieta Merced, Teacher, Puhagan ES, Valencia (for Math)
Mrs. Rodita Plaza, Principal, San Francisco ES, Sta. Catalina North 2 (for AP)
Dr. Beda Jovenciana Davad, Principal, Zamboanguita CES, Zamb. (for AP)
Mrs. Melba Real, Principal, Sibulan CES, Sibulan South (for EsP)
Miss Marian Banabana, Teacher, Maningcao ES, Sibulan North (for EsP)
Mrs. Rosa Leah Dagoy, Principal, Valencia CES, Valencia District (for ICT/Entrep/HE)
Mrs. Marilou Sarte, Principal, Isugan ES, Bacong (for Agri/IA)
Mrs. Agnes Almagro, MT, FTMS, Siaton East (for MA)
Miss Remedios Jaro, MT, Zamboanguita (for MA)
Mr. Alfien Divinagracia, Teacher, Sibulan CES, Sibulan North (for PEH)
Mrs. Elisa Baguio, PSDS, Sta. Catalina North 2 (for PEH)
Mrs. Ieny Socorro, Principal, Mabinay CES, Mabinay 1 (for Agri/IA)
Mr. Antonio Baguio, PSDS, Sta. Catalina North 1 (for Agri/IA)

This is to inform you of your participation to the **NATIONAL TRAINING OF TRAINERS (NTOT) FOR GRADE 5 TEACHERS on the K to 12 BASIC EDUCATION PROGRAM (BEP)** on February 7-13, 2016 for Visayas Cluster at the DepEd Ecotech Center, Sudlon, Lahug, Cebu City per RO 7 Regional Memorandum No. 0072, s. 2016 dated February 2, 2016 signed by Director Juliet A. Jeruta of DepEd, Region 7.

All participants are **expected to check in and register** in the morning of Day 0, February 7, 2016 and are **required** to attend the Opening Program at 2:00 PM at the Pavilion, DepEd, Ecotech Center.

Requirements for Science and EPP participants:

Science	EPP	
	ICT	Industrial Arts
Small hammer, pliers, scissors, ruler, hacksaw with 32" TPI blade, screwdrivers (+, -), office cutter, 2 empty softdrink cans	Laptop & pocket wifi	Hammer, adjustable wrench, pliers, meter stick

DepEd Memorandum No. 133, s. 2015 dated November 5, 2015 entitled "Grades 5 National Training of Trainers (NTOT) and Mass Training of Teachers (MTOT) for the K to 12 Basic Education Program" provides that participants and trainers of the NTOT and the MTOT shall be entitled to **service credits** in accordance with the provisions of DepEd Order No. 19, s. 2011 and DepEd Order No. 53, s. 2003. On the other hand, non-teaching staff shall be provided with Compensatory Time-Off (CTO) per CSC and DBM Joint Circular No. 2, s. 2004.

Board and lodging shall be charged to the 2014 continuing Human Resource Training and Development (HRTD) Funds. Traveling and other incidental expenses of participants are chargeable against the same funds, 50% of which has been downloaded to the Schools Division Offices (SDOs) subject to the usual accounting and auditing rules and regulations.

This Memorandum serves as your **TRAVEL ORDER**.

LELANIE T. CABRERA, CESE
OIC-Schools Division Superintendent