



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


September 27, 2016

**DIVISION MEMORANDUM**

**CONFERENCE –WORKSHOP OF ALL DISTRICT ELEMENTARY AND SECONDARY MATHEMATICS COORDINATORS/DESIGNATES**

**TO: ALL DISTRICT ELEMENTARY AND SECONDARY MATHEMATICS COORDINATORS/DESIGNATES**  
**Through the Schools District Supervisors/District-In-Charge**

1. This Office will conduct a conference-workshop for all District Elementary and Secondary Mathematics Coordinators/Designates at exactly 8:00 in the morning on Tuesday, October 4, 2016 at the 3<sup>rd</sup> Floor Division Conference room.
2. The activity aims to:
  - 2.1 Analyze the results of the 1<sup>st</sup> Quarter Examination and walkthrough the scope of the content /competencies and the Budget of Work for Grades 1 – 10 for the 2<sup>nd</sup> Quarter Examination
  - 2.2 Construct test questions for the 2<sup>nd</sup> Quarter Unified Examination
  - 2.3 Plan for the October, 2016 semestral break training
  - 2.4 Promote a culture of collaborative work and collegial learning among division instructional leaders and District Mathematics Coordinators for both elementary and secondary levels
3. Participants to this conference-workshop are the District Elementary and Secondary Mathematics Coordinators/Designates. They are advised to bring the following:
  - a) Laptop
  - b) CGs, TGs, LMs in elementary and secondary Mathematics
  - c) Budget of Work for elementary and secondary Mathematics
  - d) Blank CDs/USB
  - e) Results of the 1<sup>st</sup> Quarter Examination
4. This Memorandum serves as your **Travel Order**.
5. Travel and other incidental expenses relative to this activity shall be charged against School MOOE, MTAP funds or other local funds subject to the usual accounting and auditing rules and regulations.
6. For information and guidance.
7. Wide and immediate dissemination of this Memorandum is desired.

  
**LELANI T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
9/28/16

28 SEP 2016