



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V (Bicol)
SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

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DIVISION MEMORANDUM

No. 84 s. 2017

TO : Public Schools District Supervisors
Elementary and Secondary School Heads
All concerned

FROM : *Socorro V. De la Rosa*
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent *afri*

Subject: ORIENTATION CONFERENCE OF TRAINERS/ FACILITATORS, DEMONSTRATORS/TECHNICAL STAFF FOR THE DIVISION LIVE-IN SEMINAR-WORKSHOP OF SUPERVISORS AND SCHOOL HEADS ON ORGANIZATION, ADMINISTRATION AND SUPERVISION OF SPECIAL EDUCATION PROGRAM

DATE : May 10, 2017

RELEASED

Office of the Schools Division Office of Catanduanes
RECORDS SECTION
Date **MAY 10 2017**
Time **10:45 A.M.**
Initials/Signature: *[Signature]*

- In preparation for the conduct of a Division Live-In Seminar-Workshop of Supervisors and School Heads on Organization, Administration and Supervision of Special Education Program on June 1-3, 2017, an **Orientation Conference of Trainers/ Facilitators, Demonstrators/Technical Staff** will be conducted on **May 16, 2017 at 9:00 o'clock in the morning at the CID Office**, to discuss and finalize the mechanics and process of the seminar-workshop.
- Participants are requested to bring soft copies of the topics, laptop, flash drive and other materials needed.
- The following are the participants of the orientation conference:

| No. | TRAINERS/FACILITATORS | | School/District |
|-----|---|--------|---------------------------------|
| 1 | Belen Tapas | PSDS | Baras North/South |
| 2 | Elias Abundo | PSDS | San Andres East/West |
| 3 | Ruth Sorraera | SP II | JMAMES/Virac North |
| 4 | Marivic Camacho | SP II | Bato Central ES/Bato East |
| 5 | Estrella Rojas | SP I | San Roque ES/Bato East |
| 6 | Zarita Boneo | MT II | JMAMES SPED Center /Virac North |
| 7 | Glenda Isorena | MT I | Pandan Central ES/Pandan West |
| 8 | Liza Molod | SPET I | JMAMES SPED Center /Virac North |
| | DEMONSTRATORS/ TECHNICAL STAFF | | |
| 9 | Dianne Fritz Zafe | SPET I | JMAMES SPED Center /Virac North |
| 10 | Judy Soneja | SPET I | JMAMES SPED Center /Virac North |
| 11 | Mailene Somido | SPET I | JMAMES SPED Center /Virac North |
| 12 | Letecia Yutan | MT II | Viga Central ES/Viga West |

- Teacher trainers, demonstrators and technically staff are entitled to a one day service credit during the Orientation Conference and three-day service credits during the Division Live-In Seminar-Workshop of Supervisors and School Heads on Organization, Administration and Supervision of Special Education Program on June 1-3, 2017 per CSC and DBM joint Circular No. 2, s. 2004.
- Travel and other incidental expenses of participants are chargeable against school's MOOE subject to usual accounting rules and regulations.
- Immediate dissemination of this Memorandum is highly desired.