

**SYSTEM****DIVISION**

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**RELEASED**  
Division Office of Catanduanes  
RECORDS SECTION  
Date: NOV 10 2015  
Time: 10:25 AM  
By: [Signature]

**MEMORANDUM**

**To** : Public Schools District Supervisors  
Elem. School Heads  
District ALS Coordinators

**From** : *[Signature]* **NYMPHA D. GUEMO** *[Signature]*  
OIC, Schools Division Superintendent

**Subject** : **DIVISION CONFERENCE OF DISTRICT ALS COORDINATORS**

**Date** : November 10, 2015

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Please be informed that there will be a **Division Conference** of all **District ALS Coordinators** on November 13, 2015 to start at 8:00 o'clock in the morning at the Schools Division - ALS Office.

**Agenda:**

1. Division Kumustahan  
Status of Recruitment/ Mapping  
Feedback of ALS & Abot Alam Implementation from stakeholders
2. Completion Ceremony
3. 13<sup>th</sup> Regional Summer Youth Encampment
4. Division Summer Youth Encampment
5. RPMS
6. Calendar of Activities 2016
7. A & E Test
8. Search for Functional CLC
9. Other matters

Please bring the following:

- Year-end Reports**
- Work & Teaching Load
- Action Plan & Performance Target
- IPCRF – with attachments
- Annual Accomplishment Report with pictorials (hard/soft copy)
- MIS 001 new template – Prospective Learners
- MIS 002 – Learner's Profile
- MIS 003 – Community Learning Center /Learning Institutions
- Project Proposal (Approved or Disapproved)
- Survey of Barangay population (2010 Template)
- Success Stories of Learners & passers (hard & soft copy)
- Other required and due reports

For your information and compliance.