




MEMORANDUM No. 27, s. 2016

TO : Asst. Schools Division Superintendents
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

FROM : 
ARNULFO M. BALANE, CESO V
Schools Division Superintendent

Date : October 25, 2016

Subject: **Division Launching of Community of Practice for Excellent Schools (COPES) Project**

1. One of the key result areas of the Schools Division Office under the rationalization program is building communities of practice. This program highlights the importance of innovation and the sharing of the best practices of schools and offices as benchmarks for others to ensure rippling effects.
2. To establish the mechanism for this program, this division piloted the Community of Practice for Excellent Schools (COPES) Project in 2015 to 5 elementary and 3 secondary schools.
3. After the documentation of the pilot implementation, this division is now launching the project on November 21, 2016 from 8:00 – 5:00 o'clock at the Naga Regent Hotel, Naga City.
4. The participants are the Schools Division Superintendent, Assistant Schools Division Superintendents, Chiefs of SGOD and CID, Education Program Supervisors, Public Schools District Supervisors, 4 Senior Education Program Specialists, Education Program Specialists II SGOD and ALS, 206 Secondary School Heads, 206 Secondary School Key Teacher, 45 Elementary Central School Heads and 45 Elementary Central School Key Teacher, 45 Non-Central School Heads and 45 Non-Central Elementary School Key Teachers, all teachers of the 8 COP implementers, members of the COPES Technical Working Group (TWG), members of the COPES Journal Editorial Board, and other guests. The participants from the elementary schools shall be determined by the respective Public Schools District Supervisor and the names shall be submitted to Ms. Ma. Salve III V. Gutierrez, Office of the SGOD-HRD, on or before November 10, 2016.
5. Names of participants shall be released on a separate Memorandum for guidance.
6. No registration fee shall be collected. The expenses for food, materials and other incidental expenses shall be charged against the division INSET funds; while, travelling expenses shall be charged against the school/division funds subject to the usual accounting and auditing rules and regulations.
7. A CoP mug memorabilia shall be available on site at cost. The proceeds shall be used to award the on-the-spot contest.
8. Attendance of identified participants is 100% expected.
9. Widest dissemination of this Memorandum is desired.