



**DIVISION OF CAMARINES SUR**

Freedom Sports Complex, San Jose, Pili, Camarines Sur

**DIVISION MEMORANDUM**

**NUMBER** 289, S. 2016

**TO:** DIVISION AP COORDINATOR  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS IN-CHARGE IN AP  
DISTRICT AP COORDINATORS  
CLASS 1 & 2 IM WRITERS

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

**SUBJECT:** DIVISION PRESENTATION, CULTURE-BASED IM AND GRADUATION OF WRITERS - CLASS 2  
and DIVISION PLANNING MEETING OF DISTRICT AP COORDINATORS, CLASS 1 & 2 IM WRITERS

**DATE:** November 2, 2016

1. In order to attain the very vital role of the teachers of the vision, mission and goals of the Department of Education in line with the implementation of culture-based curriculum, DepEd Camarines Sur will conduct the "**DIVISION PRESENTATION, CULTURE-BASED IM AND GRADUATION OF WRITERS CLASS 2**" on December 16, 2016 Division Conference Hall, San Jose, Pili, Camarines Sur.
2. The Objectives of this activity are to:
  - a. increased number of culture-based Instructional materials.
  - b. enhanced teacher-writers presentation skills.
  - c. heightened commitment of support of stakeholders for the reproduction and optimum utilization of culture-based IMs.
3. This will be participated in by the District AP Coordinators, Class 1 & 2 IM writers and working committees. Names of IM writers and title of books in Class 2 attach on enclosure A. The names of the working committee chairmen and members to manage the activity are contained in Enclosure B. Authority to travel in Enclosure C.
4. For the success of this activity, the **DIVISION PLANNING MEETING OF ALL DISTRICT AP COORDINATORS AND CLASS 1 & 2 IM WRITERS** is scheduled on November 10, 2016 at 8:00AM to 5:00PM in the Division Conference Hall, San Jose, Pili, Camarines Sur. No registration fee will be collected but participants are requested to bring their pack snacks and lunch.
5. During the **DIVISION PRESENTATION CULTURE-BASED IM AND GRADUATION OF WRITERS-CLASS 2** on December 16, 2016, a registration fee of three hundred fifty (P350) pesos will be collected to defray expenses for food and accommodation n chargeable against club fund and other fund source.
6. Transportation expenses of the teachers involved in the activities shall be charged against MOOE, club fund/ other fund source subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum to all concerned is hereby requested.