DIVISION MEMORANDUM
No. 80 s. 2012

DIVISION LIVE-OUT TRAINING ON RETOOLING MASTER TEACHERS
FOR BETTER SERVICE DELIVERY

TO: Education Program Supervisors
    Public Schools District Supervisors
    Secondary Schools Cluster Heads
    Elementary/Secondary School Heads

1. The Division Live-Out Training on Retooling Master Teachers for Better Service Delivery shall be conducted at Regent Hotel Naga City in two waves as scheduled:
   - July 4-6, 2012 – Batch I (Elem.) – Group A-E/ (Sec.) Group 1 & 2
   - July 11-13, 2012 - Batch II (Elem.) – Group A-E

2. The training aims to:
   a. enable the master teachers to revisit their roles and functions
   b. enhance their KSAs for better school performance

3. The participants to this training are all master teachers (elementary/secondary) in this division. The list of participants is found in Enclosure No. 1 of this Memorandum and the Training Design/Working Committees in Enclosure No. 2.

4. All Public Schools District Supervisors (PSDS), Education Program Supervisors/DIVision Coordinators and Secondary Schools Cluster Heads are expected to attend the training.

5. Facilitators are advised to bring laptops/LCD Projectors during the training. Since this is a stay-in activity for the facilitators and support staff, they are supposed to be in the venue a night before the training.

6. The board and lodging of facilitators, management team and support personnel, supplies/materials and other incidental expenses related to this training shall be charged to Division Inset Funds.

7. No registration fee shall be charged from the participants. However, transportation expenses may be taken from School MOOE/Local funds subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of this Memorandum is desired.

GILBERT T. SADSAD
Schools Division Superintendent