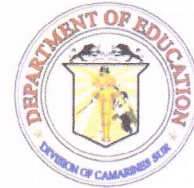




Department of Education
Region V
Freedom Sports Complex, San Jose, Pili, Camarines Sur
DIVISION OF CAMARINES SUR



DIVISION MEMORANDUM No. 45, s. 2016

TO: Asst. Schools Division Superintendent
Education Program Supervisor in TLE
Public Schools District Supervisors
Heads of Secondary Schools
TLE Teachers with Trainers Methodology

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

DATE: February 22, 2016

SUBJECT: Accredited Assessors' Forum

1. Corollary to the Advisory of the Technical Education and Skills Development Authority (TESDA) dated February 16, 2016, there will be **Accredited Assessors' Forum** on February 23, 2016, 8:00AM to 5:00PM at Aljosh (Food Court) Diversion Road, Naga City.
2. The agenda are as follows:
 - a. Updates of the six (6) steps in the conduct of assessment.
 - b. Review of CAC Procedure Manuals.
 - c. Submission of required reports after assessment.
 - d. Observation in the conduct of assessment.
 - e. Reiteration of Assessment guidelines and Renewal Accreditation.
 - f. Updates of CAC 2016
 - g. Others matter
3. Participants are the TLE teachers with Trainers Methodology Certificates
4. A registration fee of PHP 500.00 per head will be collected to defray the cost of meals/snacks and other materials. Attendance to this activity is **ON OFFICIAL TIME ONLY**.
5. For information, guidance and widest dissemination of all concerned.