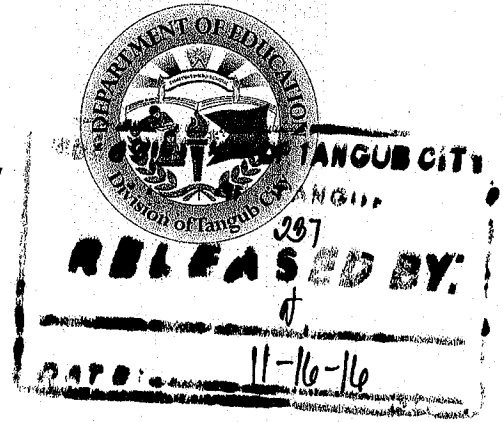




Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
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DIVISION MEMORANDUM
NO. 231, s. 2016

TO : School Governance and Operations Division
Curriculum Implementation Division
Head Teachers/Master Teachers/Teachers
Principals' Test Takers
In both Elementary and Secondary
This Division

FROM : **VICTORIA V. GAZO, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT : **LIVE OUT SEMINAR WORKSHOP ON ENHANCING THE MANAGERIAL AND LEADERSHIP SKILLS OF SCHOOL ADMINISTRATORS, SUPERVISORS, PRINCIPALS ASPIRANTS AND TEACHERS**

DATE : November 16, 2016

1. Pursuant to the **Regional Memorandum No. 297, s. 2016**, , this Division encourages all interested participants to participate the **Live Out Seminar Workshop on Enhancing Leadership Skills of School Administrators, Supervisors, Principals Aspirants and Teachers** on **November 28-30, 2016** at National Educators Academy of the Philippines (NEAP) R-10, Lapasan, Cagayan de Oro City.
2. Takers of the Principal's Test which is scheduled on December 18, 2016 are advised to attend this engagement as a review of schools' competencies.
3. A registration fee of Four Thousand Pesos (Php 4,000.00) shall be charged per participant to defray expenses for 3 lunch, 6 snacks, rental of session hall, materials, transportation, supplies, certificates, transportation and honoraria of speakers.
4. Travelling expenses and registration fee shall be charged against local funds/MOOE subject to usual accounting and auditing policies, rules and regulations.
5. Interested participants shall notify and submit their name on or before November 17, 2016 to the Division EPS II – HRD MR. JOSELITO B. ROSALIJOS for endorsement and submission to the Regional HRD.
6. Widest dissemination of this Memorandum is hereby desired.