

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City
Tel Nos.: (088) 856-4454 / (08822) 72-46-15
Fax No.: (088) 856-4524

Dep

email:

DIVISION MEMORANDUM

No. 444, series 2015

To: Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors/Coordinating Principals/Districts in-charge
Senior Education Program Specialists/Education Program Specialists II
Heads, Public Elementary/Secondary Schools
Heads of Sections and Units
Teaching and Non-Teaching Personnel
All Others Concerned

From: ~~CHERRY MAE L. LIMBACO, Ph.D., CESO V~~
Schools Division Superintendent

Date: ~~December 28, 2015~~

Subject: **DIVISION REQUIREMENTS IN THE ATTENDANCE AND PARTICIPATION OF TRAININGS, SEMINARS, WORKSHOPS, CONFERENCES AND OTHER ACTIVITIES OF SIMILAR NATURE SPONSORED BY PRIVATE TRAINING ENTITIES**

Cognizant on the roles of trainings, seminars, workshops, conferences and other activities of similar nature in line with education, this Office shall adapt well-directed, comprehensive and well-planned guidelines to achieve the desired targets.

This Office hereby reiterates the requirements on the attendance and participation of teaching and non-teaching personnel in this division, content of which is self-explanatory.

Further, this Office encourages the field to strictly conform to the requirements of existing DepEd Central Office and Division guidelines as stipulated at the attached enclosures.

For information and guidance.

CMLL/lmc

Enclosure No. 1 of Division Memorandum No. 464 , series 2015

1. Submit a Letter Request asking for permission to attend and participate to the training, seminar, workshop or conference. The letter should articulate the title, the rationale/objectives, the registration fees, expected participants and other pertinent information. Approval of the following levels of trainings and seminars shall observe the following, to wit:

1.1. **International.** If the training is held outside the country, approval of the letter of request shall come from the Office of the Secretary, DepEd Central Office, Pasig City, Manila.

1.2. **National.** Approval of the letter of request shall come from the Office of the Regional Director, DepEd Region 10, Balulang, Cagayan de Oro City.

1.3. **Regional/Division.** Approval of the letter of request shall come from the Office of the Schools Division Superintendent, DepEd Division Office, Division of Misamis Oriental, Cagayan de Oro City.

In turn, an approved letter request duly signed by concerned offices, Seminar Report, Certificates of Attendance and Participation and an Accomplishment Report (Narrative and Pictorial) shall also be secured.

2. The letter request submitted shall be supported with the following documents, to wit:

2.1. Re-entry Plan

Re-entry Plan is composed of the following parts:

Title of the Training, Seminar, Workshop or Conference

I. Background/Rationale

1. Role of the Agency in the attainment of the program/project
2. Agency's Priority Program Thrusts
3. My role/ for this program/project
4. Significance of the Program/Project

II. Objectives of Re-entry Plan

III. General Description of the Strategy/Methodology

IV. Outputs

V. Suggestions and Recommendations

Prepared by:

Signature over Printed Name
(Teacher who wishes to attend the seminar)

(Position Title Held)

Approved:
CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

3. Prospective participants to the trainings, seminars, workshops or conferences shall read DepEd Order No. 8 series 2013 entitled Policy Guidelines on Regulating the Issuance of DepEd Advisories and other relevant issuances for more information

4. Attendance/participation to the aforementioned activity by the teaching and non-teaching personnel with no permission to attend is **hereby discouraged**.

5. Participation to this undertaking shall be subject to the no disruption-of-classes policy as stipulated in DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.

Enclosure No. 2 Division Memorandum No. ____, series 2015

(Suggested text of the letter of request to attend the training, seminar, workshop or conference)

Republic of the Philippines
Department of Education
Region 10
Division of Misamis Oriental

(School where the teacher/personnel teaches/works)

Date

The Schools Division Superintendent
Department of Education
Division of Misamis Oriental
Don Apolinar Velez St., Cagayan de Oro City

Ma'am:

The (Name of the entity which conducts the training/seminar, conference or workshop) will conduct its (Title of the activity) with the theme (Theme of the activity) from (date/s of the activity) at the (Venue of the activity).

The Seminar aims to:

1. _____.
2. _____.

In view hereof, I would like to request permission to attend the aforementioned educational activity. Rest assured that all the thoughts and insights which could be learned out of this training will be shared to all concerned.

I hope that this letter request merits your kind consideration and approval.

Very truly yours,

(Teacher/personnel who requests permission to attend a training)

Position Title Held

Enclosure No. 3 Division Memorandum No. 464 , series 2015

Documents to be submitted after the attendance of the activity:

1. Approved Letter Request
2. Essays for the following:
 - 2.1. What did I learn from the training, seminar, workshop or conference?
 - 2.2. My professional lifelong learning plan after the training
 - 2.3. My personal plans after attending the training, seminar, workshop or conference
3. Synthesis of the training, seminar, workshop or conference
4. Authority to travel (approval shall strictly follow Items 1.1 to 1.3)
5. Certificates of Attendance and Participation
6. Accomplishment Report