DIVISION MEMORANDUM
NO. 326, s. 2017

TO : JESSICA LUCERO
Elementary School Principal-2
Digos City Central Elem. School
Digos Occidental District

FARHANA ALAUYA
Teacher-2
Digos City Central Elem. School
Digos Occidental District

FROM : FELICIANO A. TAMONDONG, JR., Ed.D, CESO VI
Schools Division Superintendent
Officer In-Charge

SUBJECT : Workshop to Develop and Finalize the Muslim Education Program (MEP) Manual of Operation

DATE : May 19, 2017


2. Participants to the said activities, to wit:

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Lucero</td>
<td>Elem. School Principal-2</td>
<td>Digos City Central Elem. School</td>
</tr>
<tr>
<td>Farhana Alauya</td>
<td>Teacher-2</td>
<td>Digos City Central Elem. School</td>
</tr>
</tbody>
</table>

3. Traveling expenses, board and lodging and other incidental expenses of participants shall be charged against the project funds, subject to the usual government accounting and auditing rules and regulations. Traveling expenses of the participants shall be reimbursed during the activity upon submission of pertinent documents.

4. Immediate dissemination of this Memorandum to all concerned is hereby desired.
MEMORANDUM

To: EUFEMIA T. GAMUTIN, CESO VI
   Schools Division Superintendent
   Division of Davao del Sur

   FELICIANO A. TAMONDONG, JR., CESO V
   Schools Division Superintendent
   Division of Digos City

Re: Workshop to Develop and Finalize the Muslim Education Program (MEP)
    Manual of Operation

Date: May 16, 2017

Herewith is Department Memorandum No. 00116 dated April 24, 2017 entitled "Workshop to Develop, Validate and Finalize the Madrasah Education Program Manual of Operations" on May 29-June 2, 2017 in General Santos City and June 19-23, 2017 in Legazpi City. Specific venue will be announced later.

This Office advises the following to attend the said activities, to wit:

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Division/School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cherlyn Cometa</td>
<td>Chief, CID</td>
<td>Davao del Sur</td>
</tr>
<tr>
<td>2. Susan Obenza</td>
<td>PSDS</td>
<td>Davao del Sur</td>
</tr>
<tr>
<td>3. Jessica Lucero</td>
<td>Principal</td>
<td>Digos City Central E/S</td>
</tr>
<tr>
<td>4. Farhiza Alauya</td>
<td>Asatdz</td>
<td>Digos City Central E/S</td>
</tr>
</tbody>
</table>

Traveling and other expenses relative to the said activities shall be charged against the project funds, all subject to the usual government accounting and auditing rules and regulations.

Details are contained in the enclosures.

For immediate dissemination.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director, **"**

[Note: The signature and date are not legible in the image]
The Bureau of Learning Delivery-Student Inclusion Division (BLD-SID) will hold a series of Workshops to Develop, Validate, and Finalize the Madrasah Education Program (MEP) Manual of Operations on the following dates and venues:

a. Workshop to Develop the Draft MEP Manual of Operation on May 29 – June 2, 2017 at General Santos City
b. Workshop to Validate the Draft MEP Manual of Operation on June 5 – 9, 2017 at Palawan
c. Workshop to Finalize the MEP Manual of Operation on June 19 – 23, 2017 at Legaspi City

The participants of the abovementioned activities are selected CID Chiefs, Regional and Division ALIVE Coordinators, school heads, and assistants. The Regional Offices are requested to submit a list of confirmed participants of the three activities. For strict compliance, the list must be submitted to m_parocha@yahoo.com or m_parocha@yahoo.com on or before May 12, 2017.

Travelling expenses, board and lodging, and other incidental expenses of participants and management team shall be charged against the project funds subject to the usual government accounting and auditing rules and regulations. Travelling expenses of participants shall be reimbursed during the activity upon submission of pertinent documents. The first meal to be served will be dinner on Sunday (May 28, June 4, and June 11, respectively), while the last meal will be PM snacks on Friday (June 2, June 9, and June 16, respectively).

Should there be queries or clarifications, please contact the BLD-SID, attention Ms. Mitza A. Parocha at Telefax (02) 531-9993.

Immediate and wide dissemination of this Memorandum is desired.