



Republic of the Philippines
 Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



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MEMORANDUM No. 534, s. 2017

TO : Public Schools District Supervisors
 Elementary School Principals

FROM : *Winnie E. Batoon*
WINNIE E. BATOON, Ed.D.
 Officer In-Charge
 Office of the Schools Division Superintendent

SUBJECT : **DIVISION SEMINAR-WORKSHOP IN ELEMENTARY MUSIC**

DATE : August 15, 2017

1. The Department of Education of Digos City Division will conduct a three (3) day Seminar-Workshop in Elementary Music to all Elementary Grade Teachers on **October 7, 14 and November 4, 2017** at **Ramon Magsaysay Central Elementary School** with the following schedules:

Date	District	No. of Participants	No. of Trainers
October 7, 2017	Mt Apo District	76 teachers	8 trainers
October 14, 2017	Digos Oriental District	100 teachers	8 trainers
November 4, 2017	Digos Occidental District	100 teachers	8 trainers

2. In view of this, you are advised to identify participants for each grade level from your **district** to attend the said Seminar-Workshop based on the specified number of participants **stated** above.
3. Each school is requested to provide six (6) blank CDR tape which will be used for **music** recording for each Grade level and for the participants to bring the following:
 - Grade 1- 4- Pencil, Music Writing Book, Learning Competencies
 - Grade 5- Any C Key instruments like Lyre, Keyboard, guitar & recorder & LCs
 - Grade 6 – Laptop, extension wire and LCs
4. Transportation and other expenses related to this activity shall be charged against **school/local** funds while meals and snacks are chargeable against HRTD Funds, all subject to **accounting** and auditing rules and regulations.
5. Teaching and Non-teaching participants are entitled to avail of Service Credits/**Compensatory** Overtime Credits (COC).
6. Immediate dissemination and compliance with this Memorandum is desired.

Schools Division of Digos
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