MEMORANDUM No. 534, s. 2017

TO : Public Schools District Supervisors
     Elementary School Principals

FROM : 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>District</th>
<th>No. of Participants</th>
<th>No. of Trainers</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 7, 2017</td>
<td>Mt Apo District</td>
<td>76 teachers</td>
<td>8 trainers</td>
</tr>
<tr>
<td>October 14, 2017</td>
<td>Digos Oriental District</td>
<td>100 teachers</td>
<td>8 trainers</td>
</tr>
<tr>
<td>November 4, 2017</td>
<td>Digos Occidental District</td>
<td>100 teachers</td>
<td>8 trainers</td>
</tr>
</tbody>
</table>

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.