DIVISION MEMORANDUM  
No. 04-C, s.2018  

January 30, 2018  

ORIENTATION ON THE USE OF ENHANCED LEARNING AND DEVELOPMENT (L&D) SYSTEM, PHASE II  

To:  
Sollie B. Oliver, LLB, MATE  
Chief ES  
School Governance & Operations Division  

Attention: Ronald B. Dedace  
SEPS-HRD  

1. This is in reference to Regional Memorandum Number 017 series 2018 dated January 23, 2018, re: Orientation on the Use of Enhanced Learning and Development (L&D) System, Phase II to the SGOD Chief in every schools division office on February 6-8, 2018 at Almont Inland Resort, JC Aquino Avenue, Butuan City.  

2. In lieu of Sollie B. Oliver, Chief ES of the SGOD, you are hereby directed to attend in the said activity.  

3. Board and lodging of participants shall be charged against NEAP HRTD funds while travelling expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.  

4. The details of this orientation are attached in this Memorandum for your reference and information.  

5. For strict compliance.  

WINNIE E. BATOON, EdD  
Officer in Charge  
Office of the Schools Division Superintendent  

References: Regional Memorandum 017s. 2018  
Memorandum DM-CI-2018-0009  
January 30, 2018  

Ronald dedace:Orientation on the Use of Enhanced Learning and Development (L&D) System, Phase II  

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 9002  
(032) 553-8396 | (032) 553-8376 | (032) 553-8378 | (032) 553-8170 | (032) 553-8375  
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www.dipotdigoscity.org  
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REGIONAL MEMORANDUM
No. 017 s. 2018

TO : Schools Division Superintendents, Region XI

FROM : ATTY. ALBERTO T. ESCOBARTE, CESO III, Regional Director

SUBJECT : Orientation on the Use of Enhanced Learning and Development (L&D) System, Phase II

DATE : January 23, 2018

1. Attached is Memorandum DM-CI-2018-0009 dated January 10, 2018 from Dir. John Arnold S. Siena, NEAP Central Office, relative to the abovementioned subject.

2. The participants to this orientation is the SGOD chief in every schools division office. The venue will be at Almont Inland Resort, JC Aquino Ave., Butuan City on February 6 – 8, 2018

3. Board and lodging of participants shall be charged against NEAP, HRTD funds while travelling expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

4. Wide and immediate dissemination of this Memorandum is earnestly desired.

Enc: as stated

ROH/ RCO 4
Regionalmemorandum/regional/memo-L&D/SGOD/Chief
MEMORANDUM
DM-CI-2018-0009

To : Regional Directors
     Schools Division Superintendents
     All other concerned

From : LORNA DIO DINO, Ph. D.
       Undersecretary for Curriculum and Instruction

Through : JOHN ARNOLD S. SIENA
          Director IV, NEAP

Subject : Request for Participation of SGOD Representatives for the
          Conduct of Orientation on the Use of Enhanced L&D System
          Phase II, Clusters I-IV

Date : 10 January 2018

The National Educators Academy of the Philippines (NEAP) shall conduct the Orientation on the Use of Enhanced Learning and Development (L&D) System, Phase II, Clusters I-IV on the following dates and venues:

<table>
<thead>
<tr>
<th>Cluster/Regions Involved</th>
<th>Date (Exclusive of Travel Time)</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster III – Regions VI, VII, VIII, NIR and IX</td>
<td>January 30 – Feb. 1, 2018</td>
<td>Eon Centennial Resort and Waterpark, Jaro, Iloilo City</td>
</tr>
<tr>
<td>Cluster IV – Regions X, XI, XII, XIII and ARMM</td>
<td>February 6-8, 2018</td>
<td>Almont Inland Resort, JC Aquino Ave., Butuan City</td>
</tr>
</tbody>
</table>

Participants to the above activities are Chiefs or Assistant Chiefs of the School Governance and Operations Division of the School Divisions of the Regions indicated in each cluster. Kindly submit their names to the Office of the Director, NEAP, 2nd Flr., Mabini Building or thru email add: neapdo.depocdo@gmail.com on or before January 18, 2018.

Board and lodging of participants shall be charged against NEAP HRTD funds while travelling expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Participants to this activity are expected to arrive to the said venue a day before the orientation proper.

Please see attached Memorandum for your perusal.

For strict compliance.
ADMINISTRATIVE GUIDELINES

Billeting and Accommodation

Upon arrival, please proceed to the information/front desk for your rooming assignment. Charges for the advance/extended accommodation shall be charged against personal funds.

Training Proper (Schedule of Arrival, Meals and Checkout)

Participants are expected to be in the venue on or before lunch of Day 0. Registration of participants will be at the designated function hall. Details of schedule of arrival, meals and checkout are indicated below:

<table>
<thead>
<tr>
<th>MEALS</th>
<th>DAY 0 (Arrival) (Feb. 5)</th>
<th>DAY 1 (Feb. 6)</th>
<th>DAY 2 (Feb. 7)</th>
<th>DAY 3 (Feb. 8)</th>
<th>Checkout (Feb. 9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM Snack</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>PM Snack</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Dinner</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Attendance

Workshop will start at 8:00 AM of Tuesday onward, and end at 5:00-6:00 PM everyday. All participants are expected to stay for the whole duration of the said activities. In case a participant will not be able to finish the activity due to some unavoidable reasons, only the Certificate of Appearance will be issued. If the participant will be going out, whether official business, emergency or personal matters, please inform the management team through a written letter indicating the reason/s.

Attire

Smart casual wear

Medical Needs

It is the responsibility of participants to make necessary provisions concerning their medical needs. Hence, they should not forget their maintenance medicines. Only over-the-counter (OTC) medicines will be provided, if needed.

Post Training

Participants are expected to depart after the last session of the workshop or after AM snack of the following day. It is the responsibility of each participant to check their personal belongings before leaving the venue.

NOTE: Participants to this activity are requested to bring their own laptop and extension cord for reporting purposes.