Division Memorandum
No. 224, s. 2016

To: IDA I. HUEZAN, PSDS
ANALIZA C. ALMAZAN, EPS
EVANGELINE A. HERNAN, ESP I
ANA MERTHYL I. REGALA, SEPS

From: DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

Subject: PRE-PLANNING CONFERENCE OF THE 2016 SENIOR HIGH SCHOOL
MASS TRAINING OF TEACHERS AND WALKTHROUGH ON THE
SESSION GUIDES

Date: May 5, 2016

1. Relative to the implementation of Senior High School come June 2016, a pre-planning conference
of all trainers of the common topics and walkthrough on the session guides will be conducted on May
12 and 13, 2016 at the IIPE (at the side of Davao City National High School), Mabini Street, Davao
City.

2. The walkthrough of the session guides will be attended by SHS trainers who did not attend the
National Training of Trainers (NTOT) in Cebu. Moreover, the SHS trainers who attended the NTOT
in Cebu will attend on the second day of the above-mentioned activity for the pre-planning of the
Regional Mass Training of Teachers (MTOT) and assignment of topics. In line with this, you are
directed to attend on the dates you are required to attend.

3. Meals and snacks of the participants shall be charged against regional funds while travel expenses
incurred by the same will be chargeable against local funds subject to the usual accounting and
auditing rules and regulations. Further, please be informed that the said activity is non-residential

4. For information, guidance and compliance.