DIVISION MEMORANDUM
No. 533, s. 2016

To : Analiza C. Almazan
    Education Program Supervisor

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

Subject: Division Early Language Literacy and Numeracy Program
        Focal Person’s Conference

Date : September 20, 2016

1. In lieu of Mrs. Sollie B. Oliver, Education Program Supervisor and Early
    Language Literacy and Numeracy (ELLN) Division Focal Person, you are hereby
    directed to attend the Division Early Language Literacy and Numeracy Program
    Focal Person’s Conference on September 21, 2016 (1:00PM-4:00PM) at D’Leonor
    Inland Resort, Brgy. Communal, Davao City.

2. Important information and details on this activity are contained in the attached
    Unnumbered Regional Memorandum re: Division Early Language Literacy and
    Numeracy Program Focal Person’s Conference.

3. Travel expenses for this activity shall be charged against local funds subject to the
    usual accounting and auditing procedures.

4. For your information and compliance.
Memorandum

To: Schools Division Superintendent

From: ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

Date: September 19, 2016

Subject: Division Early Language Literacy and Numeracy Program
Focal Person's Conference

1. The goal of Early Language, Literacy, and Numeracy (ELLN) Program is to develop the Filipino children literacy and numeracy skills and attitudes which will contribute to lifelong learning. More specifically, it aims to improve reading and numeracy skills of Kinder to Grade 3 pupils following the K to 12 Basic Education Curriculum and to establish a sustainable and cost-effective professional development system for teachers (DepEd Order No. 12, s. 2015).

2. To ensure that proper implementation of this program is supervised and monitored there shall be a ELLN Focal Person’s Conference on September 21, 2016 1:00 PM-4:00PM at D’Leonor Inland Resort.

3. The agenda for this conference are as follow:
   - Implementation procedure/scheme (Deped Order No. 12 series of 2015)
   - Supervision/Monitoring Tool

4. Travel expenses for this activity shall be charged against local funds subject to the usual accounting and auditing procedures.

5. For compliance. No proxy is allowed.

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