DIVISION MEMORANDUM

No. 1285 s. 2017

To: All Public Schools District Supervisors/District In-Charge
   All Elementary School Principals
   Public and Private Schools

From: EMMA LINDA E. DUHAYLUNGSOD, Ph.D., CESO V
      Schools Division Superintendent

Subject: DIVISION TRAINING FOR UNTRAINED ENGLISH TEACHERS

Date: August 9, 2017

1. To upgrade English teachers’ ability to teach reading and comprehension, oral communication, writing, and the different English concepts, this Office through the Curriculum Implementation Division will conduct the Division Training for Grades VII-X English teachers at Vivian Guian’s Place, Baroy, Lanao del Norte on September 5-7, 2017.

2. Participants in this training are select untrained English teachers from the different secondary schools in this division. The distribution of participants is as follows:

<table>
<thead>
<tr>
<th>Grades VII-X Teachers</th>
<th>Trainers and Facilitators</th>
<th>Monitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: September 5-7, 2017</td>
<td>2 participants X 37 non fiscally autonomous schools=74 participants</td>
<td>Francisca Larin, Wilma Obatay, Gerlyn Bihag, Wilma Samporna, Vilma Mangubat, Lorna Dalidig, Teresita Lanzaderas, Alleli Faith Leyrituna, Grace Gancena, Evalinda Eva, Notche Lago, Roblen Flor Cogo</td>
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<tr>
<td></td>
<td>3 participants X 5 fiscally autonomous schools=15 participants</td>
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</tbody>
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3. Each participant is required to bring a laptop, curriculum guide, reference materials and materials for the production of contextualized instructional materials.

4. School Principals are advised to make necessary arrangements so as not to disrupt classes.

5. For information, guidance and strict compliance.