DIVISION MEMORANDUM
No. 709s. 2018

To: Public Schools District Supervisors
    All School Principals Concerned

From: ROY ANGELO E. GAZO
    Schools Division Superintendent

Date: April 24, 2018

Subject: Intensive Training on the Teaching and Writing of Literature

1. The teaching of literature is seen to be challenging especially for teachers whose background is very limited hence, this Office through the Curriculum Implementation Division, will conduct a three-day Training of Secondary English Teachers on the Teaching of Literature on May 16-18, 2018. Venue will be announced in an advisory.

2. Distribution of participants is as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Teachers</th>
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<tbody>
<tr>
<td>Elementary</td>
<td>4 Teachers in English per district</td>
</tr>
<tr>
<td>Secondary</td>
<td>2 English Teachers per secondary school</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
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Each participant is required to bring the curriculum guide, learners’ and teachers’ material, laptop and extension wire.

3. A registration fee of P1,000.00 shall be collected from each participant to augment expenses for meals, venue, travel and honoraria of resource speakers, plaque of recognition, and other incidental expenses. Each participant is required to pre-register c/o Mrs. Mariam A. Mapandi on or before May 11, 2018. Registration fee, travel and other incidental expenses of participants are chargeable against local school/ MOOE, SEF and other sources subject to the existing accounting and auditing rules and regulations.

4. For information and guidance.
### LEAD FACILITATORS

Vilma V. Mangubat  
Josephine Ignacio  
Jona B. Preagido