



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS -TAGBILARAN CITY
City of Tagbilaran



May 10, 2016

Division Memorandum
No. 232, s. 2016

**DIVISION TRAINING OF TRAINORS ON EARLY LANGUAGE, LITERACY AND
NUMERACY**

TO: Education Program Supervisors/ Coordinators/Area Consultants
Public Elementary School Heads

1. In view of the Department's aim to strengthen its reading program, this office will conduct a Training of Trainers (TOT) on Early Language, Literacy, and Numeracy on May 23 – 28 & 30 – 31, 2016 at Reyna's Haven & Garden Hotel, Tagbilaran City.
2. This training aims to:
 - a. capacitate the participants on how to teach and assess early reading and numeracy skills;
 - b. strengthen the skills of the school heads as instructional managers and the master teachers as assistant instructional managers of the schools;
 - c. establish a sustainable and cost-effective professional development for teachers.
3. Participants to this training are the School Heads and the Master Teachers of the public elementary schools.
4. A registration fee of P2,400.00 per participant is to be collected to defray expenses for eight (8) meals and sixteen (16) snacks to be charged against Division/ School MOOE Funds subject to usual accounting and auditing rules and regulations.
5. For your information, guidance and compliance.

for: psc
VIRGINIA C. ZAPANTA, Ed. D., CESO V
Schools Division Superintendent
for