



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2020- CID-033



TO : DR. JOHN AREIL A. LAGURA
DR. NEOLITA S. SARABIA
MR. JOSEPH C. BARRETE
MR. JOVENAL B. CAGAS
MRS. LIZA E. MAQUILING

FROM : JOSEPH IRWIN A. LAGURA, PhD
Schools Division Superintendent

SUBJECT : MONITORING TEAM FOR 2020 DIVISION TLE/TVL TEACHERS
TRAINING & IMMERSION PROGRAM

DATE : March 4, 2020

1. Relative to our TLE/TVL teachers Training & Immersion Program this April 13 – 24, 2020, you are hereby designated to compose the Division Monitoring Team to this program. Pertinent to this work assignment, you are advised to prepare the templates on following:
 - a. Daily Journal/Reflection Template by the Teacher Immersee
 - b. Second Party Supervisor's Feedback/Evaluation to Teacher Immersee Performance on Formal Face to Face (F3), on the Job-Embedded Learning (JEL) and their Personal Qualities
2. Moreover, in your Monitoring activity, please do check the following items:
 - a. Daily Journal of the Teacher Immersee
 - b. Daily Time Record of the Teacher Immersee
3. You are instructed further to submit to this Office the Activity Accomplishment Report (AAR) of the whole program and the compiled Outputs of the Teacher Immersees.
4. Expenses incurred in the performance of these tasks are chargeable to the Division MOOE subject to the usual accounting and auditing rules and regulations.
5. For your guidance and compliance.

SDS/ASDS/OFFICE/E.G.D./jcb



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