



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

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MEMORANDUM  
MLA-2022 -C10 - 013

To: Dr. Vida A. Encarquez  
Ms Maurine Castano  
Mrs Ma. Dolores T. Dahab  
Mrs Concepcion Gallentes  
Mrs Dulce Alma A. Lopus  
Mrs. Editha Gone  
Dr Cherry Michelle Collyer  
Mrs Resa Nina A Jacob  
Mrs Ma. Preciosa Culajao  
Mr. Raymomd Gone  
Mr. Jepson Cuadra  
Dr. Mercy Mae Serrate  
Dr. Legartdo R. Palaca Jr  
Mrs. Ma. Teresa G. Auxtero

From: **JOSEPH IRWIN A . LAGURA, PhD**  
Schools Division Superintendent

**SUBJECT: PLANNING CONFERENCE OF SCIENCE INSET 2022  
FACILITATORS**

Date : January 24, 2022

Tagbilaran City School Division will conduct a one (1) day Planning conference of the Science Facilitators on the Division INSET 2022 at Dr. Cecilio Putong National High School on January 26, 2022 at 9:00AM.

1. The objectives of this conference are the following:
  - Orient the facilitators with their participant during the INSET
  - Familiarize the facilitators with the flow of the INSET 2022

2. Participants to this conference are the school Principals, science Master teachers and the Division Science Supervisor who will serve as facilitators and team manager of the INSET 2022 on February 3-5 ,2022. Since classes are suspended from January 24-31, 2022, the Division will give service credits to these Master teachers.

3. The participants are expected to strictly observe IATF/BATF Protocols like wearing facemask , observe social distancing and the like.

4. Strict compliance of this memorandum is desired.



Address: Rajah Sikatuna Avenue , Dampas District, Tagbilaran City

Telephone Nos: 544-2147, 427-1702, 427-2506

Email Address: [dtagbilarancitydivision@yahoo.com](mailto:dtagbilarancitydivision@yahoo.com)

● [www.depedtagbilaran.org](http://www.depedtagbilaran.org)