



Republic of the Philippines  
Department of Education  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division

DIVISION MEMORANDUM  
MLA - 2023 - CID - 614

TO : **CHERRY MICHELLE F. COLLYER** EPSvr - Science  
**MA. DULCE ALMA A. LOPOS** Principal, TipTip ES  
**MAURINE CASTANO** Principal, DCPNHS  
**EDITHA A. GONE** Principal, Manga ES  
**MERCY MAE C. SERATE** Head Teacher, DCPNHS  
**MARIA TERESA T. LARODA** Head Teacher, DCPNHS  
**FLORAFEL C. DATOY** Head Teacher, Mansasa NHS  
**ERMILA D. CARDENAS** Head Teacher, San Isidro NHS  
**JEPSON Y. CUADRA** Master Teacher, DCPNHS  
**MA. TERESA G. AUXTERO** Master Teacher, DCPNHS  
**MA. PRECIOSA CULAJOA** Master Teacher, DCPNHS  
**RESA NINA A. JACOB** Master Teacher, DCPNHS  
**RAYMOND A. GONE** Master Teacher, Manga NHS  
**MARY ANN F. SAVIOR** Special Science ES  
**JOSEPHINE P. ACEDO** Mansasa ES  
**MAE M. BASTES** San Isidro ES  
**GEMMA B. MANATAD** MANGA NHS  
**MAYLENE I. JALA** TCCES  
**BRIAN A. BALUCA** TCCES  
**MIRAFLOR D. TAGUPA** Taloto ES  
**ROVELYN G. JAMODIONG** Cogon ES  
**RENEITH FEDELIZ C. ALTURAS** DCPNHS  
**JOSEFINA O. NARIT** DCPNHS  
**LINDY S. OCHAVILLO** DCPNHS  
**ANAMIE P. GALVBS** DCPNHS

FROM : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

SUBJECT : **PLANNING CONFERENCE AND FINALIZATION OF TRAINING MATRIX AND POOL OF TRAINERS/FACILITATORS FOR THE 2023 DIVISION IN-SERVICE TRAINING OF TEACHERS IN SCIENCE**

DATE : January 20, 2023



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1. In preparation for the forthcoming In-Service-Training (INSET) for Teachers on February 6 – 10, 2023, the names mentioned above are required to attend a Planning Conference on **January 28, 2023**, at **Tagbilaran City Central Elementary School Library** from 8:00 AM onwards.
2. The meeting aims to:
  - a. Discuss the flow of the INSET; and
  - b. Finalization of Training Matrix for the INSET.
3. Teacher participants in this activity shall be entitled to service credits in accordance with the provisions of DO No. 19, s.2011 and DO No. 53, s.2003 (for participation in activity during weekends and holidays or vacations). On the other hand, non-teaching personnel shall be provided with Compensatory Time Off (CTO) per CSC DBM Joint Circular No. 2s,2004.
4. For compliance.