



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
SGOD-2024- 123

TO: **LEGARDO PALACA** - School Principal, Dr. Cecilio Putong NHS-SHS
MARICEL BARIMBAO - Head Teacher, Cogon National High School
JOERMELYNE P. PASILBAS- PDO I/LRP Division Focal

ATTN: **KRISSA M. YBAÑEZ** - Registered Guidance Counselor II, DCPNHS-SHS
MARICHELL A. WILSON - Registered Guidance Counselor II, CNHS

FROM: **WILFREDA D. BONGALOS Phd, CESO V**
Schools Division Superintendent

SUBJECT: **REGIONAL TRAINING OF TRAINERS (RTOT) ON HOW TO CRAFT
INTERVENTION PLAN**

DATE: August 14, 2024

1. You are hereby directed to attend the **Regional Training of Trainers (RTOT) on How to Craft Intervention Plan** on **August 23-25, 2024** at **DepEd Ecotech Center, Sudlon, Lahug, Cebu City**.
2. Travelling and other related expenses of the two (2) Registered Guidance Counselors from schools shall be charged against the school MOOE or other local school funds, while the Division LRP focal person shall be charged to division MOOE, subject to the usual accounting and audit rules and regulations. Furthermore, considering that August 24-25, 2024 falls on a weekend, the said participants shall be entitled to compensatory time-off (CTO) or Service Credits, whichever is applicable, subject further to existing rules and regulations.
3. All participants are required to send their confirmation of attendance on or before August 16, 2024 through this link: <https://forms.gle/aVHdySwqBv9XFLfA>
4. For your guidance and compliance.

WDB/JAL/SGOD/MCC/jpp



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6. Any participants who want to leave the activity earlier than the scheduled time, shall submit a letter of explanation signed by their respective School Division Superintendent.
7. All participants are required to send their confirmation of attendance on or before **August 16, 2024** through this link: <https://forms.gle/aVHdySwqBvg9XFLfA>
8. Immediate dissemination of this Memorandum is enjoined.



SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director