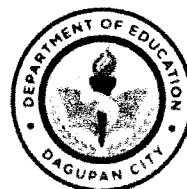


Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
 SCHOOLS DIVISION OFFICE
 DAGUPAN CITY



Division Memorandum No. 371 s., 2018

To: Chief Education Supervisors
 Public Elementary and Secondary School Heads
 Public Elementary and Secondary Non-Teaching Personnel
 All Others Concerned

From: Office of the Schools Division Superintendent

Date: **November 12, 2018**

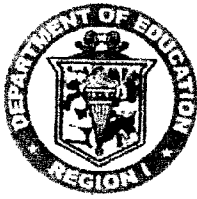
Subject: **ATTENDANCE AND PARTICIPATION TO THE REGIONAL TRAINING OF TRAINERS (RTOT) ON COACHING AND MENTORING**

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 DATE: 11-19-18
 2:46
 P# 2151

1. In compliance with the Regional Memorandum No. 131, s. 2018 entitled, '**REGIONAL TRAINING OF TRAINERS (RTOT) ON COACHING AND MENTORING**,' the following SDO Personnel are enjoined to attend and participate in the said learning and development program on **November 21-23, 2018 at Puerto de San Juan Beach Resort, San Juan, La Union.**
2. The following are the participants for SDO Dagupan City:

Name	Designation	Official Station
Jane T. Cajayon	Public School District Supervisor	Schools Division Office
Reymond N. Villare	School Principal I	West Central Elementary School II
Verena R. Bautista	School Principal II	Carangalaan Elementary School
Mary Jean Siapno	Head Teacher VI	Dagupan City National High School
Janice D. Flores	Master Teacher I	Salapingao National High School
Mitchellene V. Rivo	SEPS-HRD	Schools Division Office

3. First meal is breakfast on Day 1 while the last meal shall be Dinner on Day 3.
4. Board and lodging of participants shall be charged to 2018 HRD Funds while their transportation and other incidental expenses shall be charged to division HRD Fund/Local Funds subject to usual accounting and auditing rules and regulations.
5. Participants are expected to bring their own laptops, extension cords, and pocket wifi.




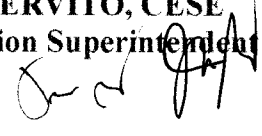
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Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



6. This memorandum will serve as the **AUTHORITY TO TRAVEL** of the aforementioned participants.
7. Please be guided accordingly.

DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent

For and in the absence of the Schools Division Superintendent:


DR. LOURDES D. SERVITO, CESE
Assistant Schools Division Superintendent


Encl: None

Reference: Regional Memorandum No. 131, s. 2018

To be indicated in the Perpetual Index
under the following subjects:

HRD
MENTORING AND COACHING

PROFESSIONAL DEVELOPMENT

MVR/ DM on RT on Mentoring and Coaching
11/12/2018