January 8, 2019

Division Memorandum No. 28 s. 2019

Seminar-Workshop on Housekeeping & Processing of New Learners' School Records, Utilization & Effectiveness (Public & Private Schools)

Τo

Assistant Schools Division Superintendent

Division Chiefs

Division Education Program Supervisors

Public Schools District Supervisors/District-In-Charge

Designated District Planning Coordinators (Elementary, Junior high School, Senior High School)

Private School Administrators

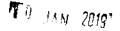
All Others Concerned

- There will be a "Seminar-Workshop on Housekeeping & Processing of New Learners' School Records, Utilization & Effectiveness (Public & Private Schools)" on February 4,5, 7 & 8, 2019 at the Division Conference Hall, Division Office.
- 2. This activity shall be attended by District Supervisors, Designated Planning Coordinators (Elementary, Junior High School and Senior High School) and Administrator of private schools with the schedule below:

Date	Congressional District	Venue
February 4, 2019	Private School Administrators/School head/LIS & EBEIS-In-Charge	Division conference Hall
February 5, 2019	1st Congressional District	Division conference Hall
February 7, 2019	2 nd Congressional District	Division conference Hall
February 8, 2019	3 rd Congressional District	Division conference Hall

3. The activity intends to:

- To review the teachers on how they process the new learners' record and how to housekeep the data gathered which may affect the accuracy and timeliness required by the Central Office.
- To agree on situational solutions on issues and concerns with regard to LIS.
- To come up with the Budget of Work for information dissemination and Advocacy Campaign to raise public awareness of early registration.





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- 4. For Public School Participants, registration fee of **P200** shall be collected from each participant:
 - a. District Supervisors and District Planning Coordinators from implementing schools shall pay directly to the Cashier.
 - b. District Planning Coordinators from Non-implementing school shall be automatically deducted from School MOOE.
 - c. Travelling expenses shall also be charged against School MOOE Funds.

5. For your information and guidance.

WILFREDA D. BONGALOS, Ph.D., CESD V
Schools Division Superintendent