



Department of Education
Region 10- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City



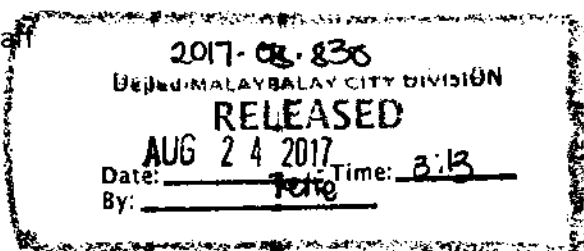
August 23, 2017

DIVISION MEMORANDUM

No. **421** s. 2017

To: Chief Education Supervisors CID, SGOD & staff
Secondary School Heads
This Division

From:  **EDILBERTO L. OPLENARIA, CESO VI**
Schools Division Superintendent



Re: **ADDENDUM TO DIVISION MEMORANDUM NO. 396 S. 2017 RE: SENIOR HIGH SCHOOL MASS TRAINING OF TEACHERS**

1. In addition to the teacher participants of the Senior High School Mass Training of Teachers the concerned trainers and training managers listed in **Enclosure A** are hereby directed to attend the aforementioned activity at Koresco Hotel, Pueblo de Oro Golf, Lumbia, Cagayan de Oro City on September 2 – 23, 2017 in consonance to Regional Memorandum No. 313 and 358 s. 2017 RE : Planning Conference on Mass Training of Senior High School Teachers and Additional Information to Region Memorandum 313, s. 2017 (Senior High School Mass Training of Teachers)
2. All participants are required to submit a Medical Certificate upon registration. See attached template as **Enclosure B**.
3. Furthermore, participants, trainers, management and staff in the aforementioned activity are entitled to service credits in accordance with DepEd Order No. 52, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits of Teachers and DO 19, s. 2011 entitled Granting of vacation Service Credits to Teachers Implementing Dropout Reduction Program (DORP) and Open High School Program (OHSP)*. On the other hand, non – teaching staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on *Non – Monetary Remuneration for Overtime Service Rendered*.

4. Meals, materials and supplies for the conduct of the said activity shall be charged to the Regional Office funds. While travelling and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination and compliance of this memorandum is desired.

Copy Furnished:

Personnel Section

Records Section

(TO BE POSTED AT THE WEBSITE)

Enclosure A

Trainers and Training Managers of Senior High School Mass Training of Teachers

RALPH T. QUIROG	- Chief Education Superviosr
ANALY L. OCIER	- Education Program Supervisor
LOU ANN J. CULTURA	- Education Program Supervisor
JESUS V. MURING, EdD	- Public Schools District Supervisor
GRETCHEN V. CATANE	- Education Program Specialist

Enclosure B



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X – NORTHERN MINDANAO
Zone I, Upper Bukulang, Carmen, Cagayan de Oro City



MEDICAL CERTIFICATE

_____ Date

To Whom It May Concern:

This is to certify that I have personally examined _____

Name

Age _____, Sex _____ and have found that he/she is **Physically Fit** to attend the _____ days Seminar/Training/Workshop of _____

No. of Days

Title of Seminar/Training/Workshop

ON _____

held in _____

Inclusive dates of Seminar/Training/Workshop

Place of Seminar/Training/Workshop

Physical Examination:

Height - _____ kg. Weight - _____ m.

Blood Pressure - _____ Pulse Rate - _____ Respiratory Rate - _____

Other Remarks: _____

Physician/Medical Officer
(Signature over printed name)

License No.: _____

PTR No. : _____

Date : _____