



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

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**DIVISION MEMORANDUM**

No. 613 s. 2016

2016-11-269  
DepEd MALAYBALAY CITY DIVISION  
**RELEASED**  
Date: NOV 16 2016 Time: 4:30  
By: [Signature]

**TO:** Chief Education Supervisors, SGOD and CID  
Elementary and Secondary School Heads  
Elementary & Secondary Schools Master Teachers  
This Division

**FROM:**   
**EDILBERTO L. OPLENARIA, CESO VI**  
VOIC/Schools Division Superintendent

**DATE:** November 15, 2016

**SUBJECT: TARGET SETTING SEMINAR-WORKSHOP FOR ELEMENTARY AND SECONDARY SCHOOLS MASTER TEACHERS FOR THE SCHOOL YEAR 2016-2017**

You are hereby directed to attend the **TARGET SETTING SEMINAR-WORKSHOP FOR ELEMENTARY AND SECONDARY SCHOOLS MASTER TEACHERS FOR THE SCHOOL YEAR 2016-2017** on **November 22-23, 2016** (Tuesday & Wednesday). The seminar venue will be announced later by this office.

All Elementary and Secondary Schools Master Teachers are advised to report at the seminar venue at about 7:00-7:30 am at the first day for registration and 7:30am on the succeeding day. The seminar expenses for meals, snacks, and materials will be charged against the Division HRTD fund. Transportation expenses for each participant can be charged to local funds subject to usual accounting and auditing rules and regulations.

For guidance and compliance.

Copy furnished:  
Records Unit  
To be posted on the website.