



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

06 Nov 2023

DIVISION MEMORANDUM
CID No. **141**, s. 2023

**SCHEDULE OF MEETING AND PRE-WORK ACTIVITY OF MAPEH RESEARCH
TRAINERS AND FACILITATORS**

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Public Elementary and Secondary School Teachers
All Others Concerned

1. The Schools Division of South Cotabato through the Curriculum Implementation Division (CID) shall conduct a Meeting and Pre-work Activity for MAPEH Research Trainers and Facilitators. This is in preparation for the upcoming Division Training on Action Research for MAPEH Teachers scheduled on November 17-19, 2023.
2. This activity aims to prepare the necessary documents on the conduct of the said activity.
3. Anent this, the identified trainers and facilitators are directed to attend the meeting at the Division Conference Hall on November 11, 2023 from 8:00 a.m. onwards. However, the pre-work activity shall be conducted at the same venue on November 13, 2023 at 1:00 in the afternoon.

No.	NAME	POSITION	SCHOOL
1.	Melody C. Paba	T-III	Lapuz NHS
2.	Romeo B. Batiller	T-II	Lapuz NHS
3.	Sharon Rose P. Toledo	T-III	San Vicente NHS
4.	Johnfil A. Jamolin	T-I	S.L. Legayada NHS
5.	Minette B. Tolete	T-I	Banga NHS
6.	Lilibeth Yagong	T-III	San Jose NHS
7.	Rhodora C. Duran	T-III	Tupi NHS
8.	Janice S. Lechugas	T-III	Norala CES

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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9	Alex F. Floro	EPS	SDOSC-CID
10	Charito P. Duhino	Div. Coordinator	SDOSC-CID
11	Jimter V. Matildo	Dole Cannery CES	Polomolok 2

4. All personnel involved shall bring their laptop and extension wire to be used in preparation for the said pre-work activity.
5. Since the activity falls on a regular day, School Heads concerned are directed to follow the scheme such as distribution of learners to other sections, blended modalities, or assigning another teacher to handle the classes.
6. Food, transportation, and other incidental expenses are chargeable against school MOOE subject to usual accounting and auditing rules and procedures.
7. For services rendered on Saturday personnel concerned are entitled to Compensatory Time Off (CTO) or Service Credits by Civil Service and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered or DO 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credit to Teachers.
8. For any inquiry regarding the conduct of the activity, the personnel concerned are advised to contact ALEX F. Floro, EPS in P.E. & Health at cellphone number 09555546285 or CHARITO P. DUHINO, Division Music and Arts Coordinator at cellphone number 09635431954.
9. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: N o n e
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

MEETING

TRAINERS

FACILITATORS

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CPD/DM- schedule of meeting and pre-work activity of MAPEH research trainers
and facilitators
0000/November 6, 2023

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