



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

08 Jan 2024

DIVISION MEMORANDUM
CID No. **003**, s. 2024

**SCHEDULE OF MEETING AND PRE-WORK CONFERENCE OF MAPEH
TRAINERS, FACILITATORS AND CRITIC TEACHERS**

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

1. The Schools Division of South Cotabato through the Curriculum Implementation Division (CID) shall conduct a meeting and pre-work conference of MAPEH trainers, facilitators, and critic teachers in preparation for the upcoming Division Roll-out Training of Trainers in Teaching Basic Music Elements for Grades 7 and 8 which is scheduled on February 8-10, 2024.
2. The activity aims to prepare the necessary documents on the conduct of the said training.
3. The following identified trainers, facilitators, and critic teachers are directed to attend the meeting on January 13, 2024, at the Division Office from 8:00 a.m. onwards.

	NAME	TASK	SCHOOL
1.	Melody C. Paba	Facilitator	Lapuz NHS
2.	Romeo B. Batiller	Facilitator	Lapuz NHS
3.	Sharon Rose P. Toledo	Facilitator	San Vicente ES, Banga
4.	Johnfil A. Jamolin	Trainer/Speaker	S.L. Legayada NHS
5.	Minette B. Tolete	Trainer/Speaker	Banga NHS
6.	Vencint Karl E. Tacardon	Trainer/speaker	Banga NHS
7.	Yvette B. Quinatac-an	Critic	Little Baguio ES
8.	Janice S. Lechugas	Facilitator	Norala CES
9.	Aural Lee B. Carisma	Trainer/Speaker	Polomolok NHS



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10	Jimter V. Matildo	Facilitator	Dole Cannery CES
11	Christian Alprince D. Solon	Facilitator	Dumadalig IS
12	Leomar Lomahan	Facilitator	Upper Talahik IS
13	Emerald Feller	Speaker/Trainer	Lamian NHS
14	Geffrey Anthony Potenciano	Critic	Malugong CES
15	Alex F. Floro	EPS	SDOSC-CID
16	Charito P. Duhino	Division Music Coordinator	SDOSC-CID

4. For preparatory activities, the trainers and facilitators are directed to attend the pre-work conference at the Division Office on January 24, 2024 at 8:00 a.m and onwards.
5. All personnel involved shall bring their own laptop and extension wire to be used in preparation for the said training.
6. Food, transportation, and other incidental expenses are chargeable against school MOOE subject to the usual accounting and auditing rules and procedures.
7. For services rendered on Saturday, all 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, 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.



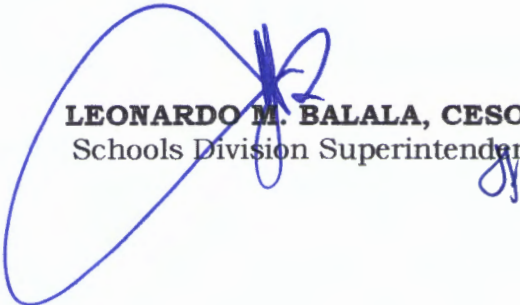
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9. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
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

SUBJECT IN THE PERPETUAL INDEX

MAPEH

MUSIC

CPD/DM- schedule of meeting and pre-work conference of mapeh trainers,
facilitators and critic teachers

0000/January 08, 2024