

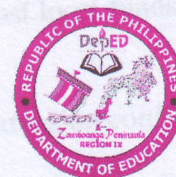


Republic of the Philippines
DEPARTMENT OF EDUCATION

Regional Office IX, Zamboanga Peninsula

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REGIONAL MEMORANDUM

No. ____ s. 2018

TO : Regional Chiefs
Schools Division Superintendents
All Others Concerned

FROM : DR. ISABELITA M. BORRES, CESO III
Regional Director

SUBJECT : NATIONAL TRAINING OF TRAINERS

DATE : 08, FEBRUARY 2018

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), shall conduct the National Training of Trainers (NTOT) on February 19-23, 2018 at Hotel Fortuna, Cebu City.
2. The aforementioned activity is intended to prepare the facilitators in conducting the sessions' content and process and provide technical assistance to the management teams in the conduct of their regional rollout.
3. The participants in this activity are the HRDD Chiefs/ representatives, identified national trainers by NEAP CO, and five (5) facilitators to be identified by each region.
4. The participants are expected to be at the venue on February 19 at 10:00 AM for registration. Check-in will be at 2:00 PM on the same date and check-out will be at February 24 at 12:00 NOON. First meal to be served will be AM snacks on February 19 while the last meal will be breakfast of February 24.
5. Training costs, which cover board and lodging and travel expenses of the management staff, facilitators and Resource Persons, and materials, and contingency, shall be charged against

HRD Funds while the travel expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

6. All participants are advised to bring their personal laptops, pocket Wi-Fi, and extension cords.
7. The activity matrices and list of participants are attached as references.

NAMES	REGION/ DIVISION
MARIETTA R. ANAHAW, Ed. D. EVA G. HADJIMUDDIN, Ed. D. MELROSE A. SALI-OT MA. DIOSA Z. PERALTA ERNESTO F. TARDO EIMIE T. ARUELO ALMA D. BELARMINO JULIET A. MAGALLANES	OIC, Chief HRDD EPS II – HRDD SEPS - HRDD CID, CHIEF, PAGADIAN CITY DIV. OIC, SGOD Chief, ZAMBO. SUR DIV. EPS – PAGADIAN CITY DIVISION PRINCIPAL III – ZAMBO. SUR DIVISION CID, CHIEF, ZAMBO. SUR DIV.

8. The participants shall be entitled to Compensatory Time- Off (CTO) in accordance with CSC and DBM Joint Circular No. 2, s. 2004 on *Non- Monetary Remuneration for Overtime Service Rendered*.
9. For confirmation of attendance, all concerned may contact Dr. Mariette R. Anhaw, OIC, Chief HRDD OF Region IX at cellphone no. (0998) 548 8045, or through email address at mariettaanhaw@gmail.com.
10. Immediate dissemination of and compliance with this Memorandum is desired.