



September 29, 2014

Division Memorandum

No. 439, s. 2014

**3-DAY LIVE-IN TRAINING OF ALL PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS  
ON INSTRUCTIONAL SUPERVISION**

To : Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/District In Charge  
Public Elementary & Secondary School Heads

1. The implementation of the K to 12 Basic Education Program demands a new paradigm of thinking and leadership in the schools.
2. To exercise leadership in the climate of change requires strong commitments and much clearer ideas about the directions for changes.
3. With this as the premise, a 3-day division led and live-in training on INSTRUCTIONAL SUPERVISION is scheduled on October 13-15, 2014 at the Ecotech, Center, Sudlod, Lahug, Cebu City.
4. Participants of this training are all the public elementary and secondary school heads of this division.
5. Each participant shall be charged a registration fee of THREE THOUSAND SIX HUNDRED PESOS (Php 3,600.00) to defray expenses of board & lodging including materials/supplies and rental of break out rooms and venue.
6. The registration fee shall be chargeable against school MOOE while travel and other incidental expenses shall be charged against school MOOE or from any other school funds all subject to the usual accounting rules and procedures.
7. First meal is breakfast on the first day and last meal is pm snacks on the last day.
8. For wide dissemination.

**SALUSTIANO T. JIMENEZ, U. B., CESO VI**  
*Schools Division Superintendent*

30 SEP 2014