



CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO : OIC-Asst. Schools Division Superintendent
Public School District Supervisors
Elementary and Secondary School Heads
All Others Concerned

FROM : DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : SUBMISSION OF PARTICIPANTS TO TEACHeXCELS (Teaching and Learning Excellence in School Leadership for Southeast Asia) FOR SCHOOL HEADS – BATCH 4

DATE : June 7, 2018

With reference to **Regional Memorandum No. 309 s. 2018 re: Submission of Participants to TEACHeXCELS (Teaching and Learning Excellence in School Leadership for Southeast Asia) for School Heads – Batch 4**, school heads who are interested to participate in this activity are requested to submit a letter of intent addressed to the office of the Schools Division Superintendent on or before **June 22, 2018**.

The course fee is Php 11,000.00 per participant (inclusive of registration, meals and snacks during orientation, revalida and graduation) which will be charged against MOOE or other source of funds while transportation allowance going to and from the venue during orientation and graduation will be charged against local funds subject to the usual COA auditing rules and regulations. Payment should be directed to SEAMEO INNOTECH cashier who will be present during the orientation and revalida.

For the information and guidance of the field.



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TO : ALL SCHOOLS DIVISION SUPERINTENDENTS



FROM : DIOSDADO M. SAN ANTONIO
Director

SUBJECT : SUBMISSION OF PARTICIPANTS TO TEACHEXCELS (Teaching and Learning Excellence in School Leadership for Southeast Asia) FOR SCHOOL HEADS - BATCH 4

DATE : June 6, 2018

1. With reference to SEAMEO INNOTECH "TEACHEXCELS (Teaching and Learning Excellence in the School Leadership for Southeast Asia), the Office is now accepting participants to attend the training for TEACHEXCELS - Batch 4.
2. Participants are preferably School Heads who are interested to be equipped with competencies that will enable them to lead their school towards teaching and learning excellence.
3. The course fee is Php 11,000.00 per participant (inclusive of registration, meals and snacks during orientation, revalida and graduation) which will be charged against MCOF or other source of funds while transportation allowance of participants in going to and from the venue during orientation and graduation will be charged against local funds subject to the usual COA auditing rules and regulations. The payment is directed to SEAMEO INNOTECH cashier who will be present during the orientation and revalida.
4. Deadline of submission of list of attendees will be on June 26, 2018 indicating the name, position, school and division of the participants. Please send it to hrd@calabarzon.deped.gov.ph. Participants shall send also their personal intention to join. Please use this format for the subject of your email: `divisionTEACHEXCELSParticipants` (e.g. AntipalaTEACHEXCELSParticipants).
5. For further details please contact Vier Nama at (07) 682-5773 loc. 126/135 or 0916-6814652.
6. Immediate dissemination of this Memorandum is earnestly desired.

