



January 13, 2014

DIVISION MEMORANDUM
No. 008, s. 2014

**SEMINAR – WORKSHOP ON EFFECTIVE K-12 CURRICULUM MANAGEMENT
AND SUPERVISION FOR PRIVATE SCHOOL ADMINISTRATORS,
PRINCIPALS AND ACADEMIC COORDINATORS/HEADS**

TO : OIC, Assistant Superintendents
Division Supervisors/Coordinators
Heads, Private Pre-Elementary, Elementary and Secondary Schools

1. The Cebu Division Association of Private School Administrators, Inc. will conduct a two (2) day Live – Out Seminar – Workshop on Effective K-12 Curriculum Management and Supervision for Private School Administrators, Principals and Academic Coordinators/Heads on January 20 – 21, 2014 at the New Dining Hall, Ecotech Center, Sudlon, Lahug, Cebu City.
2. The seminar – workshop aims to:
 - a. Provide substantial information and knowledge of the dynamics and standards of the K-12 Curriculum; and
 - b. Prepare private school operators, administrators and academic heads in the implementation of the K-12 Curriculum and Management.
3. Participants to the Seminar – Workshop are the Private School Administrators, Principals and Academic Coordinators from the different Private Pre-Elementary, Elementary and Secondary Schools in the Division of Cebu Province.
4. A registration fee of **One Thousand Two Hundred Pesos only (PhP 1, 200. 00)** shall be collected from each participant to defray expenses for the workshop materials, venue rental, two (2) meals and four (4) snacks, tokens and other cost of the conduct of the workshop. Expenses incurred by the participants for the travel and registration fee shall be chargeable against private school funds.
5. All participants are requested to pre-register by texting their names through text line nos. 09158002390 or 09172044551 for the guidance of the Association in the preparation of the materials.
6. This Memorandum shall serve as the Travel Authority of all participants.
7. Wide dissemination and preferential attention of the contents of this Memorandum is highly desired.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent