



February 25, 2014

DIVISION MEMORANDUM

No. 095 s. 2014

ONE-DAY CONFERENCE-WORKSHOP OF ALL SCHOOL TLE COORDINATORS

**To : OIC, Assistant Superintendents
Education Supervisors/Coordinators
Secondary School Heads**

1. The field is hereby informed that there will be a One-Day Conference-Workshop of all School TLE Coordinators at the Division Conference Hall on February 26, 2014 at 9:00 o'clock in the morning.
2. Participants to this conference are required to bring data on:
 - Areas of specialization with number of classes organized per area
 - Names of teachers with their area of specialization , year level taught, TESDA certification, if any
 - Industries/Employment opportunities within the school's service/catchment area
 - Availability, adequacy and compliance with standards for workshops/equipment/supplies/materials for the area of specialization per TESDA's Training Regulation (TR).
 - Number of students enrolled per TLE Component by specialization.
3. A registration fee of P150 shall be collected from each participant to defray expenses for lunch and a.m. snacks..
4. Travelling expenses, registration fee and other incidental expenses incurred relative to the conduct of this conference are chargeable against School MOOE/SEF/PTA funds subject to its availability and the usual accounting rules and regulations.
5. This serves as participants' **Authority to Travel**.
6. Immediate and wide dissemination of this Memorandum is desired.

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

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