



August 22, 2014

DIVISION MEMORANDUM
No. 400, s. 2014

**LIVE-OUT SEMINAR-WORKSHOP ON GENDER AND DEVELOPMENT (GAD)
FOCUSED ON PERSONALITY ENHANCEMENT,
ANGER MANAGEMENT AND COACHING**

**To: Assistant Superintendents
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads**

1. This Office announces the conduct of a **Live-Out Seminar-Workshop on Gender and Development (GAD) Focused on Personality Enhancement, Anger Management and Coaching** on August 29-30, 2014 at the following venues:

Venues	Participants
Minglanilla CS	Elementary School Teachers of Minglanilla 1 Secondary School Teachers of Minglanilla STHS and Tulay NHS
Lipata CS	Elementary School Teachers of Minglanilla 2 Secondary School Teachers of Tungkop NHS, Tubod NHS, Tungkil NHS, Guindaruhan NHS, Lipata NHS and Vito NHS

2. Considering the importance of this activity, this Office directs all the personnel involved to take into account the needed preparation to ensure 100% attendance.
3. A registration fee of **One Thousand Five Hundred Twenty Pesos (Php 1,520.00)** per participant for training kits, honoraria of speakers, meals and snacks and venue rental, shall be chargeable against **Division GAD Funds**, while traveling, per diem and other incidental expenses, shall be chargeable against **local school/SEF/MOOE/PTA Funds**, subject to the existing accounting and auditing rules and procedures.
4. This Memorandum serves as participants' Authority to Travel.
5. Immediate dissemination of the contents of this Memorandum is desired.

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

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