



October 7, 2014

DIVISION MEMORANDUM
No. **490**, s. 2014

LIVE-OUT SEMINAR-WORKSHOP ON GENDER AND DEVELOPMENT (GAD) FOCUSED ON PERSONALITY ENHANCEMENT, ANGER MANAGEMENT AND COACHING FOR CARMEN ELEMENTARY AND SECONDARY SCHOOL TEACHERS

**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 for Carmen Elementary and Secondary School Teachers** on October 10-11, 2014 at the following venues:

Venues	Participants
Carmen NHS	Carmen NHS-Day, Carmen NHS-EC, Cantumog NHS, Caurasan NHS and Luyang ES Teachers
Carmen CS	Carmen CS, Cantucong ES, Cantumog ES, Corte ES, Dawis ES, Dawis Sur ES, Elpidio De Dios ES, Villamor ES, Hagnaya ES, Ipil ES, Lanipga ES, Natimao-an ES, Puente ES, Sac-on ES, Santikan ES, Duterte ES, Siotes ES and Taguini ES Teachers

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. The opening program will start at exactly 1:00 o'clock in the afternoon of day 1 (October 10).
3. A registration fee of **One Thousand Five Hundred Twenty Pesos (Php 1,520.00)** per participant for training kits, honoraria of speakers and meals and snacks, shall be chargeable against **Division GAD Funds**, while traveling, per diem and other incidental expenses, shall be chargeable against **local school/SEF/MOE/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