



November 11, 2014

**DIVISION MEMORANDUM**

No. 621<sup>1</sup> s. 2014

**FRONT OFFICE SKILLS TRAINING OF TLE TEACHERS**

To : Assistant Superintendents  
Education Supervisors/Coordinators  
Secondary School Heads

1. The field is hereby informed that the **Skills Training of TLE Teachers on Front Office Service** will be on November 17-20, 2014 at Banilad Center for Professional Development, Banilad, Cebu near TESDA, Regional Office.
2. The teacher-participants to this training are those listed in Division Memorandum No. 609 s. 2014.
3. Registration fee of Three Thousand Pesos (Php 3,000) shall be collected by BCPD as training fee.
4. Participants are advised to contact Mrs. BETH LOPEZ, BCPD Director at Nos.09088859846 for training details.
5. Travelling expenses, registration fee, per diem and other incidental expenses incurred relative to the conduct of this training are chargeable against School MOOE/SEF/PTA/STEP funds subject to its availability and the usual accounting and auditing rules and regulations.
6. This serves as participants' **Authority to Travel**.
7. Immediate and wide dissemination of this Memorandum is desired.

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

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