



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



January 4, 2017

DIVISION MEMORANDUM

No. 06 s. 2017

ORIENTATION WORKSHOP ON THE ON-LINE MONITORING AND EVALUATION TOOL TO ALL SCHOOL HEADS AND DISTRICT MONITORING AND EVALUATION COORDINATORS

**TO : Assistant Superintendent
Division Supervisors/Coordinators
SEPS and EPS II
District Supervisors/OIC's
Elementary and Secondary School Heads**

1. This Office announces the conduct of an **Orientation Workshop on the ON-LINE Monitoring and Evaluation Tool to all Elementary and Secondary School Heads and District Monitoring and Evaluation Coordinators** on the following dates:

DATE	AREA	VENUE	TIME
January 23, 2017 (Monday)	NORTHEAST	PAVILION, ECOTECH	8:00-5:00
January 24, 2017 (Tuesday)	NORTHWEST	PAVILION, ECOTECH	8:00-5:00
January 25, 2017 (Wednesday)	SOUTHTHEAST	PAVILION, ECOTECH	8:00-5:00
January 26, 2017 (Thursday)	SOUTHWEST	PAVILION, ECOTECH	8:00-5:00

2. Participants to this seminar –workshop are all Elementary and Secondary School Heads and District M and E Coordinators. Every district is required to send **ONE (1)** District M and E Coordinator for Elementary and **ONE (1)** District M and E Coordinator for Secondary.

3. Participants are required to bring laptops to be used during the workshop and to report to the venue on time.

4. Travelling and other incidental expenses of the participants shall be charged against **local school MOOE** funds, while meals, venue rentals, and other expenses of participants and Division Personnel relative to the conduct of the said activity shall be charged against **Division Funds**, subject to their availability and the usual accounting and auditing rules and regulations.

5. This memorandum serves as participants' **Authority to Travel**.

6. Immediate dissemination of and strict compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent 

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