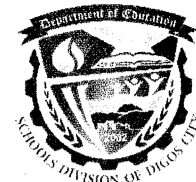




Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



Division Memorandum No. 258, s. 2017

TO : **ALBERT S. ESPINO**
 SEPS/ Division Youth Formation Coordinator
All School Heads of Public Senior High Schools

From : *[Signature]*
 DEE D. SILVA, DPA, CESO VI
 Schools Division Superintendent

Subject : **Mass Training of Teachers and Career Advocates for the Implementation of Grade 11 Career Guidance Program**

Date : April 17, 2017

- Pursuant to DepEd Memorandum No. 8, s. 2017 dated January 16, 2017 entitled "National Training of Teachers and Career Advocates for the Implementation of Grade 11 Career Guidance Program" and Regional Memorandum No. 101, s. 2017 dated April 12, 2017, the **Mass Training for Teachers and Career Advocates for the Implementation of Grade 11 Career Guidance Program will be on May 10-12, 2017 (specific venue shall be announced later).**
- Each senior high school shall send one participant. Participants to this training are the guidance counselors/ advocates and teachers whose items are in the senior high schools. Those teachers from junior high schools but teaching in the senior high schools are not allowed to join the training. It is reiterated that slots are given to teachers teaching Grade 11 and to guidance counselors/ advocates from senior high schools. Likewise, the Division Youth Formation Coordinator is requested to attend to this training as participants.
- Further, it is requested that each senior high school shall submit the name of the participant for this training to **Albert S. Espino**, Senior Education Program Specialist, School Governance and Operations Division through email address: ase_albert@yahoo.com not later than April 21, 2017 (Friday) using the following format:

Name	Position	School	Contact Number	Email Address

- Participants are expected to be at the venue by 2:00 in the afternoon in Day 0 (May 9 – Tuesday) with dinner as the first meal. Check-out time is 12:00 noon of Day 3 (May 12 – Friday). Division Youth Formation Coordinators and Regional Trainers shall report to the venue on May 8, 2017 (Monday) before 2:00 in the afternoon to prepare the necessary materials needed during the conduct of the training. All participants shall bring their TEEN ATTIRE to be worn during the "MILLENNIALS' ADMIRATION NIGHT."
- Materials, board and lodging of the participants and trainers shall be charged against OSEC Funds downloaded from the Central Office while traveling and other expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
- It is required that all participants shall echo the training in their respective schools not later than June 23, 2017 (Friday). Division Youth Formation Coordinator shall take the lead in monitoring the implementation of the Career Guidance Module to the senior high school students.
- The participants, trainers and management staff shall be entitled to service credits in accordance to D.O 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*. Likewise, non-teaching personnel including management staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, series 2004 entitled *Non-Monetary Remuneration of Overtime-Services Rendered*.
- For information, guidance and compliance of all concerned.

Schools Division Office, Digos City

RELEASED
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 APR 17 2017 TIME 2:32

9v: *[Signature]*