



Division Memorandum

November 2, 2017

No. 867 s. 2017

Final Schedule and Venue of the Regional Mass Training of Teachers (MTOT) for Academic Track Cluster 1

**To: Division Chiefs- SGOD and CID
 Public Schools District Supervisors
 School Principals/OIC
 Senior High Schools**

1. In reference to Regional Memorandum No. 323. S. 2017, dated October 24, 2017, this Office informs the field of the final schedule and venue of the Regional Mass Training of Teachers on Academic Track. The venue will be at Big 8 Corporate Hotel, Tagum City.
2. The conduct of the Regional Mass Training of Teachers for Academic Track is divided into two clusters:

Cluster 1	Cluster 2
English A, English B, Filipino, Business, Accountancy, MAPEH and Information Technology	Mathematics, Science A, Science B, Physics/Chemistry, Philo/Social Science, and Social Science

3. The Training Schedule and the Checking-in and out of the participants are given below:

Subject Groupings	Check-in	Check out	Training Schedule
English A	Nov. 6, 13 & 20	Nov. 11, 18 & 25	Nov 6-11, 13-18, 20-25, 2017
English B	Nov. 6, 13 & 20	Nov. 11, 18 & 25	Nov 6-11, 13-18, 20-25, 2017
Filipino	Nov. 6, 13 & 20	Nov. 11, 18 & 25	Nov 6-11, 13-18, 20-25, 2017
Business	Nov. 6, 13 & 20	Nov. 11, 18 & 25	Nov 6-11, 13-18, 20-25, 2017
Accountancy	Nov. 6, 13 & 20	Nov. 11, 18 & 25	Nov 6-11, 13-18, 20-25, 2017
MAPEH	Nov. 6 & 13	Nov. 11 & 15	Nov 6-11, 13-15, 2017
Information Technology	Nov. 6 & 13	Nov. 11 & 15	Nov 6-11, 13-15, 2017

4. The participants in this training in each subject group per schools are as follows:

Schools/ Subject Groups	English A	English B	Business	Account- ancy	MAPEH	IT	Total
No. of Days	18	15	15	15	9	9	
SHS in Digos City	1	2	2	1	1	3	10
Matti NHS	1					1	2
Total	2	2	2	1	1	4	12

5. Teacher-participants are expected to attend the opening program and all sessions throughout the training. Further, participants are advised to wear appropriate attire when attending the training.
6. Likewise, the following Training Management and Applied Subject trainers are directed to attend and facilitate the training on the dates indicated below:

Trainer	Subject Group	Date
Beverly S. Daugdaug	Filipino	Nov 6-11, 13-18, 20-25, 2017
Moises R. Perral	English for Academic and Professional Purposes	Nov. 22, 2017
Elias G. Cuevas	Practical Research 1	Nov. 13-18, 2017


7. Further, as per Unnumbered Regional Memorandum dated September 2, 2017, entitled, "Additional Information on the Conduct of Series of Training for Senior High School Teachers," additional assignments to provide services during the MTOT for Academic Track Cluster 1 are given as follows:

Division Personnel	Assignment	Date
Maria C. Jadloc	QAME	Nov 6-11, 13-18, 20-25, 2017
Frances R. Millecent Durano	Nurse/Medic	Nov. 20-21, 2017

8. Teacher-participants for the academic track under the Information Technology (IT) and Business and Accountancy groups are to bring all the required materials:

Training Group	Required Materials
Information Technology (IT)	<ul style="list-style-type: none"> Laptop (with installed software application such as Photoshop portable, movie maker and Microsoft Office Suite) Extension wire, pocket wifi, USB, compiled lecture materials, DLL of past lessons Download ahead Screen cast 2.0 apps from google playstore
Business and Accountancy	<ul style="list-style-type: none"> Accomplish the pre-training survey and bring the same during the training proper Calculator

9. Traveling expenses of all the participants shall be charged against their local funds, while board and lodging and materials shall be charged against the downloaded SHS Funds, all subject to the usual accounting and auditing rules and regulations.
10. Teacher-participants, trainers and non-teaching personnel are entitled to service credits and compensatory time-off (CTO), respectively, for services rendered during holidays, Saturdays and Sundays in accordance with DepEd Order No. 53, s. 2003 on *Updated Guidelines on Grant of Vacation Service Credits to Teachers and Civil Service Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered*.
11. For information, guidance and compliance.


WINNIE E. BATOON, EdD.
 Officer-in-Charge

Office of the Schools Division Superintendent

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References: Regional Memorandum No. 323, s. 2017, dated October 24, 2017
 Unnumbered Regional Memorandum dated September 2, 2017

To be indicated in the Perpetual Index under the following subjects:
 CURRICULUM SENIOR HIGH SCHOOL TRAINING

Lbj: final schedule and venue of the regional MTOT for academic track cluster 1
 2 November 2017

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 ☎ 553-8396/553-8376/553-9170/553-8375
 553-8396/553-8376 www.depeddigoscity.org digos.city@deped.gov.ph

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