



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

27 Oct 2023

DIVISION MEMORANDUM  
No. 594 s. 2023

**FINAL VENUE, REGISTRATION FEE, AND REPLACEMENT OF PARTICIPANTS  
TO CAPACITY-BUILDING ACTIVITY ON INSTRUCTIONAL SUPERVISION**

To: OIC- Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Relative to **Division Memorandum No. 570, s. 2023 entitled Capacity-Building Activity on Instructional Supervision**, this Office informs all concerned that the final venue of the said activity is at Angels' Hills, located at #17 Arnoldus Road, Maitim 2<sup>nd</sup> East, Tagaytay City, Cavite.
2. A registration fee of P4,800.00 per participant from the school shall be collected, and chargeable to school MOOE to cover board & lodging (meals – breakfast, a.m. snack, lunch, p.m. snack, and dinner, and accommodation). Transportation of the participants from the school shall also be charged to school MOOE.
3. Likewise, the board & lodging (meals – breakfast, a.m. snack, lunch, p.m. snack, and dinner, and accommodation) expenses of SDO Personnel shall be charged against HRTD fund, and transportation expenses against Division MOOE subject to the availability of funds and existing accounting rules and procedures.
4. Moreover, due to conflict in schedule, replacement is also made to the list of some participants to wit:

Original Participant	Replacement	Position	Office/School
Emelia R. Eclarin	Joel N. Dela Cruz	MT I	BANHS
Ronan R. Ranillo	Marian O. Flores	MT II	TECS
Dennis O. Labita	Garry S. Villaverde	MT II	FELES

5. Widest dissemination and strict compliance of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR**  
Schools Division Superintendent

By:

  
**ANTONIO P. FAUSTINO JR.**  
OIC-Assistant Schools Division Superintendent

Encl: None

Reference: DM 570 s. 2023 Capacity-Building Activity on Instructional Supervision

To be indicated in the Perpetual Index

Under the following subject:

Training

CID - Capacity-Building Activity on Instructional Supervision  
None/Oct 27, 2023



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