



Republic of the Philippines  
Department of Education  
CARAGA REGION XIII  
Butuan City



February 15, 2018

**REGIONAL MEMORANDUM**

No. 111, s, 2018



**ACADEMIC RETREAT for EDUCATIONAL MANAGERS**

1. Realizing the need to raise the level of effectiveness and efficiency of our future division managers / would-be Schools Division Superintendents, DepED Caraga designed a four-day academic retreat for the identified DepED schools/district/division officials at the Teacher Development Center (TDC), DepED Caraga, Butuan City on February 20-24, 2018.
2. Participants are requested to bring the printed reading materials which were distributed through CDs to the different Schools Division Superintendents.
3. Dr. Hector O. Macalalag, OIC-Assistant Schools Division Superintendent of the Division of Bislig City is requested to lead the said activity.
4. Accommodation will be charged against the Regional MOOE while food and travelling expenses will be charged to your respective local funds subject the usual accounting and auditing rules and regulations.
5. Attached is the list of participants for the said activity.
6. Please be guided accordingly.

  
**BEATRIZ G. TORNO, Ph.D., CESO IV**  
Regional Director

Encl. : List of EMT Takers

Reference: None

To be indicated in the *Perpetual Index* under the following subjects:

MEETINGS

CONFERENCES

WORKSHOPS