



Republic of the Philippines
Department of Education
 Caraga Region XIII
 J.P. Rosales Avenue, Butuan City



March 6, 2018

REGIONAL MEMORANDUM


No. 140 s. 2018



CAPABILITY BUILDING FOR 21ST CENTURY INSTRUCTIONAL LEADERS

To: **SCHOOLS DIVISION SUPERINTENDENTS**
 This Region

1. The Human Resource Development Division of DepEd Caraga is accountable for ensuring competent personnel and staff in the region through the implementation and management of an efficient and effective training and development system towards improved professional competencies and organizational performance in the delivery of basic education.
2. Along this vein, there shall be a **Capacity Building for 21st Century Instructional Leaders** on March 22-26, 2018 at Bulwagan ng Karunungan , Teacher Development Center, Butuan City.
3. Meals and snacks of participants, resource persons & program management team, accommodation, honorarium and travelling expenses of resource persons shall be charged against Regional HRTD Funds while accommodation and travelling expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. The participants shall be entitled to Compensatory Time-Off (CTO) in accordance with CSC and DBM Joint Circular No. 2, s.2004 on Non-Monetary Remuneration for Overtime Service Rendered.
5. Please bring all requirements and needed documents for the seminar.
6. Attached hereto is the list of participants to the said activity.
7. Please be guided accordingly.


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