



May 3, 2018

REGIONAL MEMORANDUM
NO. 241, S. 2018





PRE-WORK CONFERENCE AND MEETING OF CID CHIEFS ON THE CONDUCT OF THE REGIONAL TRAINING OF TEACHERS (RTOT) ON CRITICAL CONTENTS

To : Schools Division Superintendents
This Region

1. **A Pre-Work Conference on the conduct of the Regional Training of Teachers on Critical Contents** shall be held on **May 9-10, 2018** while the **Meeting of CID Chiefs** is scheduled on **May 10, 2018** at **Balanghai Hotel and Convention Center, Butuan City**.
2. The pre-work conference aims to:
 - a. finalize the training matrix, session guides, and slide decks;
 - b. simulate delivery of the assigned topics;
 - c. finalize the management and administration arrangements on the conduct of the training workshop; and
 - d. strengthen partnership and collaboration among members of the Regional Training Team.
3. The meeting of the CID Chiefs aims to discuss salient matters on curriculum implementation.
4. The participants of the pre-work conference are the select training facilitators who attended the National Training of Trainers (NTOT) and Regional Focal Persons of the following learning areas: Filipino, English, Mathematics, Science, Music and Arts, while the participants of the meeting are the CID Chiefs.
5. Training facilitators are required to bring laptops, extension cords, pocket WiFi and all their session/workshop materials.
6. There shall be **NO SUBSTITUTION** to training facilitators who attended the **National Training of Trainers (NTOT)**.

7. Traveling expenses of the training facilitators shall be charged against **OSEC funds** while traveling expenses of the CID Chiefs shall be charged against **Division local funds** subject to the usual accounting and auditing rules and regulations.
8. The first meal to be served shall be **breakfast of May 9, 2018** and the last meal to be served shall be **dinner of May 10, 2018**. For CID Chiefs, the first meal shall be breakfast of May 10 and the last meal shall be afternoon snacks only.
9. Immediate dissemination of this **Memorandum** to all concerned is highly desired.


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Regional Director 

Enclosure: None

Reference: ATC-2018-CO-00101

To be indicated in the PERPETUAL INDEX under the following subjects:

CURRICULUM K TO 12 TRAINING

clmd02/rjy
5/3/18

clmd12/bll
5/03/18