



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region XIII Caraga  
J.P. Rosales Ave., Butuan City



October 10, 2018

**REGIONAL MEMORANDUM**

No. 567 2018



**PRE-WORK CONFERENCE ON THE CONDUCT OF FIVE-DAY REGIONAL TRAINING ON PEDAGOGICAL ENHANCEMENT TRAINING SKILLS OF MTB-MLE GRADE 2 TEACHERS**

**To: Schools Divisions Superintendents  
This Region**

1. A Pre-work Conference on the conduct of the Five-Day Regional Training on Pedagogical Enhancement Training Skills of MTB-MLE Grade 2 teachers shall be conducted on October 16, 2018 at RELC2 Bulwagan ng Karunungan, DepEd Caraga, Butuan City.
2. The objectives of this activity are to;
  - a. review the videos, power point presentations and sessions guides;
  - b. simulate chosen topics for critiquing;
  - c. discuss management and administration on the conduct of the training/ workshop; and
  - d. reproduce hand-outs, sort out materials needed on the conduct of the activity.
3. The participants to this pre-work conference are the training facilitators and the twelve divisions coordinators of MTB-MLE in this region.
4. Participants are required to bring laptops, extension wires and reference materials.
5. This is a one day activity. Breakfast, lunch dinner and two snacks shall be served, however, travelling expenses of participants are charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Attached is the matrix of activities.
7. Immediate dissemination of this memorandum to all concerned is highly desired.

**FRANCIS CESAR B. BRINGAS, CESO V**  
OIC-Regional Director

Encls: as stated  
To be indicated in the PERPETUAL INDEX under the following subjects:  
Conference KTO12  
CLMD02/gsa  
10/11/18