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Republic of the Philippines
DEPARTMENT OF EDUCATION
 Zamboanga Peninsula, Region IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
 Dipolog City 7100

DIVISION MEMORANDUM
 No. 327 s. 2015

To: Public Schools District Supervisors
 Elementary School Principals
 Elementary School Teachers
 Personnel Concerned

From: *[Signature]*
NATIVIDAD P. BAYUBAY, CESO VI
 Officer-In-Charge
 Office of the Schools Division Superintendent

Subject: **THREE (3) BATCHES OF THE TEN-DAY DIVISION TRAINING ON EARLY LANGUAGE, LITERACY AND NUMERACY (ELLN) FOR UNTRAINED PUBLIC SCHOOLS DISTRICT SUPERVISORS, SCHOOL HEADS AND K TO 3 TEACHERS**

Date: November 11, 2015

1. The Schools Division of Zamboanga del Norte announces the conduct of the **TEN-DAY DIVISION TRAINING ON EARLY LANGUAGE, LITERACY AND NUMERACY (ELLN) FOR UNTRAINED PUBLIC SCHOOLS DISTRICT SUPERVISORS, SCHOOL HEADS AND K TO 3 TEACHERS** in three (3) batches on **November 22-December 2, 2015**, **December 2-12, 2015** and **December 13-23, 2015** respectively at Top Plaza Hotel, Dipolog City.
2. The objectives of this seminar workshop are the following:
 - a. To enhance the pedagogical knowledge, skills, and attitudes on early literacy and numeracy;
 - b. To improve ability to assess learner's literacy and numeracy skills;
 - c. To sustain commitment in mentoring/sharing of teaching experiences to improve instruction and outcomes during School Learning Action Cells (SLACs).
3. The participants to this activity are all untrained Public Schools District Supervisors, Elementary School Heads and selected Kindergarten to Grade III teachers from all elementary/primary schools of this division. Hence, all non-central schools must send two participants (school head and 1 K to 3 teacher, 2 K to 3 teachers in the case of a trained school head). However, all central schools shall send two (2) K-3 teachers (3 slots including school head) and additional one from every Special Education (SPED) implementing school (4 slots with SPED program). The schedule of the three batches is indicated below.

Batch 1- November 22-December 2, 2015	Batch 2- December 2- 12, 2015	Batch 3- December 13-23, 2015
Polanco I and II	Roxas I and II	Godod
Piñan	Ponot	Salug I and II
Mutia	North Sindangan	Liloy I and II
Sergio Osmeña I and II	Sindangan Central	Labason
La Libertad	South Sindangan	Kalawit
Sibutad	Siayan	Gutalac I and II
Rizal	Bacungan	Baliguian
Katipunan I and II	Tampilisan	Siocon
Manukan I and II	Sibuco	Sirawai

4. Arrival and registration of participants shall be done on November 2, December 2, and December 13, 2015 for the three (3) batches respectively. The first meal to be served is pm snacks while the last meal is lunch on the last day and check-out time is expected at exactly 12:00 noon.
5. Board and lodging of the participants, training supplies and materials shall be chargeable against the Division ECARP Downloaded Funds while travel expenses incurred by the participants relative to their attendance to this activity shall be chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.