



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



MEMORANDUM


To: Public Schools District Supervisors
Elementary School Principals Concerned
Teachers Concerned
This Division

From: The Office of the Schools Division Superintendent

Subject: **DIVISION TRAINING OF TRAINERS ON THE ADMINISTRATION OF MULTI-FACTORED ASSESSMENT TOOL (MFAT)**

Date: January 7, 2019

1. Pursuant to DepEd Order no. 29 s. 2018 entitled Policy on the Utilization of Multi-factored Assessment Tool (MFAT), the Schools Division of Zamboanga del Norte announces the conduct of the **DIVISION TRAINING OF TRAINERS ON THE ADMINISTRATION OF MULTI-FACTORED ASSESSMENT TOOL** on January 23-25, 2019 at Mibang Hotel, Mibang, Dipolog City.
2. The objectives of this workshop are the following:
 - a. Orient and train the participants on the use of Multi-factored Assessment Tool (MFAT)
 - b. equip the participant's knowledge and skills on how to use and administer the Multi-Factored Assessment Tool;
 - c. Simulate in the administration of MFAT to learners.
 - d. to develop an action plan for implementation to all schools within the district.
3. The participants to this activity are all Public Schools District Supervisors, thirty-five (35) Elementary Central School Principals and thirty-five (35) Grade 1 Teachers who will cascade the same workshop in a district-based activity. The Public Schools District Supervisors are advised to identify one (1) Grade 1 Teacher in their respective district.
4. To hasten the workshop, each district is required to bring one printer with at least one laptop for the preparation of sample learning materials.
5. There will be a half day conference with the identified facilitators of the said activity and the two nurses on duty whose names are also attached in this memorandum on January 22, 2019 at 9:00am at Mibang Hotel, Dipolog City.
6. Arrival, registration of participants, preliminaries, opening program and the first 2 sessions shall be done on day 0, January 22, 2018 at exactly 2:00 o'clock in the afternoon. The first meal to be served is afternoon snacks while the last meal is lunch on the last day and check-out time is expected at exactly 12:00 noon.
7. Board and lodging of the participants, training supplies and materials shall be chargeable against the Division MOOE/ HRTD Funds while travel expenses incurred by the participants relative to their attendance to this activity shall be chargeable against School MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this memorandum is desired.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent



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AUTHORITY TO TRAVEL

10 JAN 2019

To: AGUSTINA P. MAGALSO
GLYNES G. GUEVARA
ROY M. ANTIQUINA
LOIDA J. GIMANG
ELVIS C. ADAVAN
ELISAR GAPOL
MARIVIC CAGAS
ROSELYN AGIAS
JEANNETTE BAEI
JOHNNY TALUGON
VEVERLY ALCANTARA
HECTOR VILLAGRACIA
MA. GINA M. CHIONG
HORLITA D. BALAIS
MA. KRISTINE A. ZAMORAS

Purpose of Travel : To serve as Facilitators, Nurses on Duty and Secretariat during the Division Training of Trainers on the Administration of Multi-Factored Assessment Tool (MFAT).

Destination : Mibang Hotel, Mibang, Dipolog City

Inclusive Dates : January 22-25, 2019

Chargeable Against : Meals and accommodation: Division MOOE/ HRTD Funds
Travel expenses: School MOOE/Local Funds

Recommending Approval:

LILIA E. ABELLO, Ed.D.
Chief, Education Supervisor-CID

Approved:

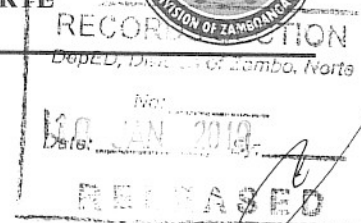
PEDRO MELCHOR M. NATIVIDAD, CSEE
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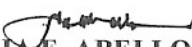
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