



Department of Education
Region V (Bicol)
Division of Camarines Sur
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM No. 271, s.2019



TO: Secondary School EsP Coordinators
EsP Dept. Heads/ Head Teachers
Secondary School Heads/Principals
PSDS for Secondary Schools
DLP Writers in Edukasyon sa Pagpapakatao (EsP) Grade 9
Demonstration Teachers EsP Grade 9 (2nd Quarter)
DLP Editors/ Validators EsP Grade 9 (2nd Quarter)
All others concerned

FROM: **CECILE C. FERRO, Ed. D.**
Asst. Schools Division Superintendent
Office In-Charge

SUBJECT: **DIVISION CONFERENCE OF SECONDARY SCHOOL EsP
COORDINATORS, EsP DLP WRITERS , EsP DEMONSTRATION
TEACHERS and EsP DLP VALIDATORS**

DATE : August 5, 2019

1. Please be informed that there will be a conference of Secondary School EsP Coordinators, EsP DLP Writers, EsP Demonstration Teachers, EsP DLP Editors/Validators on **August 16, 2019 (Friday) from 8:00AM to 5:00pm at Rodriguez National High School, Cadlan, Pili , Camarines Sur.**
2. The following concerns will be discussed.
 - a. Utilization of Daily Lesson Plan in EsP (Grade 7-10)
 - b. School EsP Programs
 - c. Project Proposals/ Action Plans in EsP
 - d. Division Calendar of Activities in EsP
 - e. Accomplishment and Financial Reports for S/Y 2018-2019 in EsP Patiribayan
 - f. Reorganization of SHARE Officers- Division and Congressional Level
 - g. Other matters
3. School EsP Coordinators are advised to bring a soft or hard copy of their Accomplishment Reports in EsP for School Year 2018-2019. DLP Writers are requested to bring a soft/hard copy of Lesson Plan in Grade 9 EsP for 3rd and 4th Quarters.
4. Travel expenses per diem and other incidental expenses of the participants shall be charged to School MOOE Funds subject to the usual accounting and auditing rules and regulations.
5. All participants are requested to come on time.
6. This memorandum serves as TRAVEL ORDER.
7. Wide dissemination and compliance with this memorandum is desired.