

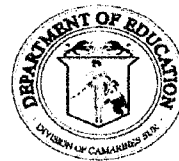


Department of Education

Region V

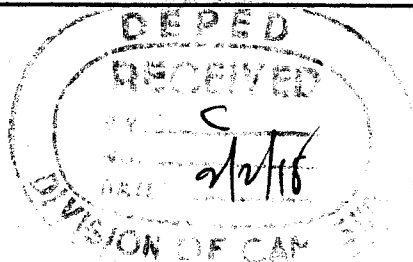
DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



February 1, 2017

Division Memorandum
No. 44, s. 2018



**POLICIES AND GUIDELINES ON PARTICIPATION TO
TRAININGS AND SEMINARS BASED ON DEPED ADVISORIES**

To: Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Head of Public Schools

This office reiterates the following policies and guidelines on participation to trainings and seminars based on DepEd advisories:

1. Participation to trainings and seminars based on DepEd advisories shall be **ON OFFICIAL TIME ONLY**.
2. The seminar shall be in line with teachers'/employees' job functions.
3. The school head may allow **one** (1) participant for the school with 0-20 teachers and **two** (2) participants for school with more than 20 teachers.
4. The school head shall ensure that every teacher/personnel has equal chance of attendance.
5. Each employee shall be allowed to attend seminar only once in every school year.
6. School Head shall attach to the authority to travel a certification that will insure that classes left behind shall be taken care of.
7. The certificate of participation and the participant's Re- Entry Plan and/or Report shall be submitted upon return to office.
8. Immediate dissemination and strict compliance on this memorandum.

ARNULFO M. BALANE, CESO V
Schools Division Superintendent

ONE: Vision and Mission
ONE: Camarines Sur Division
ONE: Goal: Quality Education