



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

Tel. no. 533-60-85 Fax. no.532-71-17
E-Mail Address: depedmandaluyong@gmail.com
Official Website: depedmandaluyong.wordpress.com

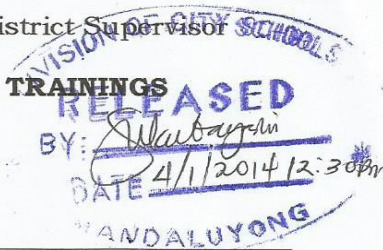


MEMORANDUM

TO: Asst. Schools Division Superintendent
Education Program Supervisors/ Public Schools District Supervisor


Subject: **PREPARATION OF TRAINING DESIGN FOR THE TRAININGS
THIS SUMMER**

Date: March 31, 2014



1. To make the Scheduled Trainings/Seminars/Workshops this summer, more meaningful and purposeful, Education Program Supervisors across learning areas are advised to adhere to the following guidelines:

- Be the active discussant of the topics instead of entirely delegating the teachers.
 - Prepare a detailed training design following the 4As of adult learning pedagogy.
 - Submit the Liquidation Report one week after the training to Mrs. Teresita dela Chica, Cashier.
 - Indicate the name of Dr. Nerissa L. Losaria, ASDS, for the Recommending Approval.
2. Please be guided accordingly.
3. Dissemination of this **Memorandum** is desired.


EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent *HL*