



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

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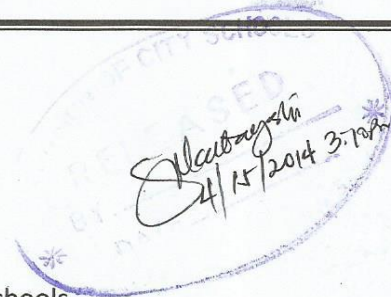


MEMORANDUM

Date : April 14, 2014

To : Assistant Schools Division Superintendent
Education/District Supervisors
Principals, Public Elementary and Secondary Schools
Human Resource Management Officer

Subject : **GRANT OF SERVICE CREDITS FOR THE ATTENDANCE/PARTICIPATION TO THE DIFFERENT TRAININGS AND/OR ACTIVITIES DURING SUMMER OF 2014**




In view of the several trainings scheduled for this summer of 2014 which requires the active participation of selected teachers, the field is hereby informed that this Office will grant service credits for the attendance and/or participation in the different trainings listed in the attached enclosure. Although majority of the activities are fully funded by the government, the decision to grant service credits is pursued considering that these activities are held during summer vacation where teachers are supposed to spend their time with their families and loved ones.

Apart from the activities therein, teachers who will take part of the Kinder Summer Camp (2-week program) and the Remedial Reading Classes will be given five (5) and ten (10) days service credits, respectively. However, those who will participate in the 8-Week Curriculum Kinder Catch-up Plan which will run for two (2) months will no longer be granted service credits inasmuch as the teachers will receive an honoraria from the City Government of Mandaluyong.

Please be informed that one (1) work day of vacation service credits shall be granted for six (6) hours of actual teaching. Likewise, this Office will strictly adhere to the maximum of fifteen (15) days service credit grants in a year as per DepEd Order No. 53, s. 2003.

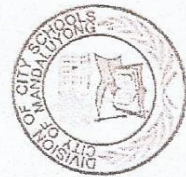
For the Division initiated activities/trainings the request for service credit grants shall be prepared by the supervisor in-charge and shall be submitted immediately after conduct of the training and/or activities.

For information and guidance.


EVANGELINE P. LADINES
Schools Division Superintendent

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 Department of Education
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DIVISION OF CITY SCHOOLS
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MEMORANDUM

TO: Asst. Schools Division Superintendent
 Education Program Supervisors/Public Schools District Supervisor
 Principals, Public Elementary and Secondary Schools

Subject: SCHEDULE OF TRAININGS FOR APRIL - MAY 2014

Date: March 27, 2014

1. In order that the teachers could be informed of their participation/attendance in the different trainings to be conducted this summer, the schedules and target attendees are stipulated below:



SCHEDULE OF TRAININGS FOR APRIL - MAY 2014

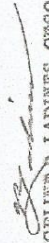
General Description	Participants	Date	Source of Funds	Venue
1 National Schools Press Conference	List of participants was already released	April 7 - 10, 2014	SEF	Subic, Olaongapo City
2 Continuous Improvement Program (CIP)	EPS, School Heads, MTs (Elem. and Sec.) and HTs	April 9 - 11, 2014	SEF	Oasis Resort and Restaurant, Tanza, Cavite
3 Training on the use of Speech Laboratory	Elem and Sec. English teachers, 2 per school, current speech lab. Teachers are included.	April 14 - 16, 2014	D.O. INSET Fund	Highway Hills Integrated School
4 Enhancement Seminar-Workshop on the K to 12 Math	- Grade 1 (1) Grade 2 (1) Grade 7 (1) Grade 8 (1) 2 participants per school	April 14 - 16, 2014	D.O. INSET Fund	Division Office Conference Hall
5 Training of Grade I Teachers on the Use of Fuller and Marungko Technique	- Grade I new teachers or those who need training - (3 participants per school)	April 23 - 25, 2014	D.O. INSET Fund	Division Office Conference Hall

SCHEDULE OF TRAININGS FOR APRIL - MAY 2014

General Description	Participants	Date	Source of Funds	Venue
6 Teaching with Technology	- 2 per school (Elem. and Sec.) 1 ICT Coordinator 1 Master Teacher	April 23 - 25, 2014	D.O. INSET Fund	Division Office Conference Hall
7 Workshop/Writeshop for Test Writers	90 Teachers	April 28 - 30, 2014	D.O. INSET Fund	To be announced later
8 Training of Trainers (TOT) Grades 3	-Dr. Alyn Mendoza Ms. Jovy Balbuena Ms. Marites Patasill (DPCGES) Ms. Jean Castrense (PHES)	May 4 - 10, 2014	CO Fund	Baguio City
9 Alternative Dispute Resolution Training	- EPS/PSDS - 11 - School Heads - 22 - Section Chiefs - 6	May 5 - 7, 2014	Additional MOOE (Congressional Initiative)	Division Office Conference Hall
10 Strategies in Improving Comprehension and Critical Thinking in HeKaSi	- Grade 4 (1) Grade 5 (1) Grade 6 (1)	May 8 - 10, 2014	D.O. INSET Fund	Division Office Conference Hall
11 Seminar-Workshop for Master Teachers	All Master Teachers (Elem. and Sec.) - 2 Chemistry and 2 Physics teachers per school. Those who attended the "Seminar on Environmental Management" are included in the training.	May 12 - 14, 2014	D.O. INSET Fund	Division Office Conference Hall
12 Strategic Intervention Materials and Investigative Research in Science	All Grade 9 Teacher (By subject area)	May 12 - 14, 2014	D.O. INSET Fund	Division Office Conference Hall
13 Mass Training of Grade 9 Teacher	All Grade 3 Teachers	May 13 - 31, 2014	CO Fund	Selected TEI
14 Mass Training of Grade 3 Teachers		May 19 - 21, 2014		Tagaytay City
		May 26 - 27, 2014	CO Fund	Division Office Conference Hall

2. School heads are advised to choose the teachers to attend the trainings and reiterate that their attendance is a must.

3. Prompt and wide dissemination of this Memorandum is desired.


EVANGELINE R. LADINES, CESO VI
 Schools Division Superintendent