




**Division Memorandum
No. 102, s. 2015**

To : **ALL SCHOOL HEADS
INTEGRATED and NATIONAL HIGH SCHOOLS**

From : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

Subject : **TLE Teachers Meeting**

Date : **March 17, 2015**

1. In preparation for the regular implementation of Senior High School in the year 2016, the Schools Division Office is set to prepare TLE teachers through skills enhancement training and capacity building in order to confidently and productively deliver the different unit of competencies in TLE and Tech-Voc.
2. In pursuit of this goal, there will be a meeting with all TLE Teachers on March 20, 2015 at the Division Conference Room.

CLUSTER	SCHEDULE
Glan, , Kiamba, Maasim & Maitum	March 20, 2015 8:30am-12:00noon
Alabel, Malapatan, & Malungon	March 20, 2015 1:00pm-4:00pm

3. This meeting aims to assess the training needs of all TLE teachers in this division and to orient teachers in the Senior High School especially in the Tech-Voc track.
4. Participants to this activity are all public TLE teachers. They are expected to arrive before 8:00am in the morning and before 1:00pm in the afternoon schedules due to time constraint taking into account the volume of information and considerably time consuming assessment activity to be undertaken.
5. Travel expenses of TLE Teachers shall be chargeable against local funds subject to the usual and proper government accounting and auditing rules and regulations.