



Republika ng Pilipinas  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)

Department of Education  
National Capital Region  
RECORDS AND PUBLICATION UNIT

**RELEASED**

By: [Signature]  
Date: 16 AUG 2017 Time: 11 -  
August 14, 2017

**MEMORANDUM**

No. 247 s. 2017

91 **4-DAY SENIOR HIGH SCHOOL MASS TRAINING WORKSHOP  
ON COMMON/GENERAL TOPICS**

To: *Schools Division Superintendents:*

1. In conformance with DepEd Memorandum No. 84, s. 2017 from Secretary Leonor Magtolis Briones, dated April 26, 2017, re: Senior High School Training of Teachers for the K to 12 Basic Education Program, this Region, through the Human Resource Development Division-National Educators Academy of the Philippines, shall conduct the above-captioned activity for the newly-appointed/untrained SHS Teachers for SY 2017-2018 from May, 2017 to March, 2018.

2. A total of 1,457 SHS Grade 11 teachers underwent training on Common/General Topics from May, 2016 to March, 2017. Likewise, similar training will be conducted to the submitted newly-appointed/untrained SHS teachers which will be clustered into 6 classes with 60 participants on September 5-8, 2017. The venue will be announced later.

3. Program Arrangements are as follows:

- Check-in and Registration of participants will be on September 4, 2017 (Day 0), between 1:00-2:00 PM with PM snacks. Opening Program and Preliminary Activities shall commence on the same date at 3:00 PM sharp.
- All Schools Divisions shall ensure the participants' complete attendance from Day 0 up to the last day of training. Participants who fail to attend the Opening Program will not be accommodated by the Training Management Team.
- School Heads shall come up with coping mechanisms/strategies to address the learning needs of learners whose teachers are participants to this Regional activity.
- Participants are advised to bring their laptops with pocket broadband (Wi-Fi) for the Quality Assurance, Monitoring and Evaluation [QAME] process, workshop proper and other integration activities. The Dress Code is Smart Casual.
- Check-out time of participants is at 12:00 Noon of September 8, 2017.

4. Attached to this Memorandum are the lists of participants and teams of NEAP Facilitators for reference. **Identified facilitators are advised to attend the Debriefing cum Walkthrough of Session Guides on Common/General Topics slated on August 16, 2017, 1:00-4:00 PM, DepEd-NCR Conference Hall.** Each team of NEAP Facilitators is also requested to bring their own laptops and copies of Session Guides on Common/General Topics.

5. Lunch and snacks will be provided to the NEAP participants of the Debriefing cum Walkthrough of Session Guides on Common/General Topics.

6. Board and lodging, training kit and materials of the participants shall be borne by the SHS Training Fund subject to the usual COA rules and regulations.

7. Wide and immediate dissemination of this Memorandum is desired.

[Signature]  
PONCIANO A. MENGUITO  
Director IV

Incl. : As stated  
Reference : DepEd Memorandum No. 84, s. 2017 from Secretary Leonor Magtolis Briones, dated April 26, 2017, re: Senior High School Training of Teachers for the K to 12 Basic Education Program  
Allotment : 1

To be indicated in the PERPETUAL INDEX  
under the following subjects:

K to 12 SENIOR HIGH SCHOOL TRAINING

*Work toward excellence. . . play to win!*