



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  
REGIONAL OFFICE  
EDUCATION UNIT

07 NOV 2016  
Time: \_\_\_\_\_

**MEMORANDUM**

**TO :** Schools Division Superintendents

**FROM :** OFFICE OF THE REGIONAL DIRECTOR

**SUBJECT :** Capability Building for Secondary Head Teachers in Edukasyon sa Pagpapakatao (ESP)

**DATE :** November 7, 2016

1. The Department of Education, National Capital Region (DepEd-NCR) through the initiative of Curriculum and Learning Management Division (CLMD) will conduct the "Capability Building for Secondary Head Teachers in Edukasyon sa Pagpapakatao (ESP)" on November 13-15, 2016 at the Eurotel Hotel, North EDSA, Quezon City.
2. Participants are the Secondary head teachers in Edukasyon sa Pagpapakatao (ESP) with no teaching loads and the Education Program Supervisors in Edukasyon sa Pagpapakatao (ESP). Please see attached list of participants.
3. Board and lodging shall be charged to ROP funds while travel and other incidental expenses of participants shall be charged against local funds /MOOE subject to the usual accounting and auditing rules.
4. Registration of Participants will start at 8:00 AM of the first day and check out time will be at 12:00 NN of the last day. Sunday attendance to this training shall training quality of the participant to either service credit or compensatory time off, whichever is applicable.
5. Participants are requested to bring the following: scissors, old magazines, glue, extension cord, laptop, mobile broadband device, LMs, CG & TG (Grades 7, 8, 9 & 10).
6. Wide dissemination of this Memorandum is desired.

  
PONCIANO A. MENGUITO  
Director IV