



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

Arch. Gabriel M. Reyes Street, Kalibo, Aklan



01 February 2018

**To: Public Schools District Supervisor/
Principal In-Charge of the District concerned
School Heads of Public Secondary Schools concerned**

Dear Sirs/Mesdames:

Greetings!

Please find attached Regional Memorandum No. 033, s. 2018.

Anent hereto, the following personnel are requested to render service, to wit:

- and
1. Jinky Crispino, Nurse II, Numancia NSoF - 18-24 February 2018;
 2. Louella Patricio, Nurse II, Batan Academy, a NS 19-25 February 2018.

For your information and guidance.

Thank you.

Very truly yours,

[Signature]
for: **Dr. ERNESTO F. SERVILLON, Jr., MNSA, CESO VI**
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DIVISION LETTER

No. 022, s. 2018

/mtr



JAN 23 2018

Date

REGIONAL MEMORANDUM
No. 033 s. 2018

**DIVISION OF AKLAN AS HOST OF THE REGIONAL ROLLOUT OF THE
SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE
(SHDP:FC) AND THE INSTRUCTIONAL LEADERSHIP PROGRAM FOR
DIVISION AND DISTRICT SUPERVISORS (ILPDDS) –
PANAY AND GUIMARAS CLUSTERS**

**To: Schools Division Superintendent of Aklan
All Others Concerned**

1. Per Regional Memoranda Numbers 002 and 026 s. 2018 re **School Heads Development Program: Foundation Course (SHDP:FC) and the Instructional Leadership Program for Division and District Supervisors (ILPDDS) – Panay and Guimaras Clusters**, respectively, the Division of Aklan serves as the host of the aforesaid activities in Boracay Island, Malay, Aklan on the following dates:

Training Program	Schedule
School Heads Development Program: Foundation Course (Batch 2)	Module 1: Jan. 15-21, 2018 Module 2: Feb. 18-24, 2018 Module 3: March 4-10, 2018
Instructional Leadership Program for Division and District Supervisors (ILPDDS)	Module 1: Jan. 26 – Feb. 2, 2018 Module 2: Feb. 19-25, 2018

2. To augment the Regional team, DepED RO VI, through the Human Resource Development Division, requests the Division of Aklan to provide the following personnel:
 - 2 Nurses
 - 2 HRD Specialists
 - 2 PR Specialists
 - 2 PDOs
 - 1 M&E Specialist
 - 1 IT Officer
3. Travel expenses, per diem and other incidental expenses of the Regional team and the selected Aklan Division personnel shall be charged to **Local Funds** subject to the existing accounting and auditing rules and regulations.
4. They shall be entitled to Compensatory Time Off (CTO) in accordance with CSC and DBM Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
5. Dissemination of this Memorandum is enjoined.

For the Regional Director:

VICTOR G. DE GRACIA, JR., PhD, CESO V
Schools Division Superintendent ()
Officer-in-Charge
Office of the Assistant Regional Director

Feb. 18 - 24, 2018 - Casa Pilar - Jinky Cristina
Numerosa Sch. of Fishers

Feb. 19 - 25, 2018 - Summit, Ramsey - Louella Patricia
Patton Academy

Memo to Boris