

December 18, 2018

DIVISION MEMORANDUM


No. 781 s. 2018

**DIVISION PRE-TRAINING CONFERENCE FOR GUIDANCE and EsP COORDINATORS
AND ORGANIZATION OF DIVISION DORP TEAM**

TO:

Division Chief & OIC Chief
EPSs
Public Schools District Supervisors of Districts 1-10
School Heads of the Selected Schools

1. Districts 1-10 are hereby informed of the Division Pre-training Conference of the District Guidance and EsP Coordinators for the Organization of a Division DORP (Dropout Reduction Program) Team on **January 4, 2019** at 1:00 o'clock to 5:00 o'clock in the afternoon at Ma. Lopez Elementary School Library.
2. Each District must choose a Competent EsP Coordinator and a Guidance Coordinator who can manage to handle training sessions. These two (2) teacher-coordinators from your district will automatically become members of our Division DORP Team to manage training and DORP M&E Activities.
3. During this conference, they have to bring the following:
 - a. Laptop/Netbook
 - b. Extension Cord.
 - c. Guidance Best/better Practice of the District for the Guidance Coordinator and EsP Positive Discipline best/better practices in the classroom for the EsP Coordinator.
 - d. District Designation noted by the School Head
4. Since a DORP Training has already been proposed and planned out, their attendance to this conference is a must. No proxy is allowed.
5. Transportation expenses incurred by the Coordinators are chargeable against school funds subject to accounting rules and regulation.
6. Immediate dissemination and strict compliance with this memorandum is desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent 