



Republic of the Philippines
 Department of Education
 Region I

SCHOOLS DIVISION OFFICE OF PANGASINAN II

Office of the Schools Division Superintendent

September 11, 2023

DIVISION MEMORANDUM

No. 433, s. 2023

TO: Public Schools District Supervisors
 School Heads – Elementary and Secondary
 All Others Concerned

FROM: LORNA G. BUGAYONG, PhD., CESO V
 Schools Division Superintendent

**SUBJECT: DIVISION TRAINING FOR UNTRAINED KEY STAGE 2 & 3 TEACHERS
 ON LITERACY INSTRUCTION**

PARTICULARS

1. The field is hereby informed of a three-day Division Training for Untrained Teachers on Literacy Instruction on September 18-20 & October 9-11, 2023.
2. Venue, schedule and participants to this training are as follows:

Date	Participants	Venue
September 18-20, 2023 <i>(Formerly scheduled Aug. 23-25, 2023)</i>	Key Stage 2 Untrained Teachers (Elementary-Intermediate)	Math Excellence Academy of Binalonan
October 9-11, 2023 <i>(Formerly scheduled Aug. 29-31, 2023)</i>	Key Stage 3 Untrained Teachers (Secondary JHS)	Math Excellence Academy of Binalonan

3. The Public Schools District Supervisors(PSDS) and Secondary School Heads through the English Municipal Coordinators shall identify their participants.
4. In the elementary, Key Stage 2, each PSDS shall recommend two (2) participants from their district, while in the secondary, each municipality through the municipal English Coordinator shall recommend four (4) from each municipality.
5. Identified participants shall register in the link, <https://forms.gle/zPhuqpEEJr7zMU8>.
6. Travel expenses of the participants to this training shall be charged against school MOOE or other school/local funds and subject to auditing and accounting procedures.
7. For strict and widest dissemination to all personnel concerned.

APPROVED FOR TRANSMISSION:

 ARLEN P. FUCINIA
 ADMINISTRATIVE OFFICER V

LORNA G. BUGAYONG, PhD., CESO V
 Schools Division Superintendent

