



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF TABUK CITY
City Hall Compound, Dagupan Centro, Tabuk City, Kalinga



Division Memorandum

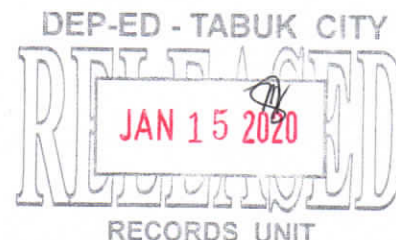
No. 16 s. 2020

**TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS BOTH ELEMENTARY AND SECONDARY
ALL OTHERS CONCERNED**

FROM: IRENE S. ANGWAY
OIC-Schools Division Superintendent

SUBJECT: Conduct of Coaching and Mentoring for Educational Leadership on School-Based Management.

DATE: January 14, 2020



1. This is to inform that the Department of Education, CAR will conduct a **Coaching and Mentoring for Educational Leadership on School Based Management** on January 21-23, 2020 at **El Cielito, Baguio City**.
2. The activity aims to:
 - a. Build the competency and capability of school heads to help improve school performance.
 - b. Re-orient the participants on school-based management.
 - c. Enhance the coaching and mentoring skills of school leaders on SBM
3. The following are the participants to attend the said activity.

PARTICIPANTS	SCHOOL
1.Crispina G.Baligod	Malalao Elementary School
2.Raul V. Dalilis	Ipil Elementary School
3.Paul G.Calbuyao	Cabaritan Elementary School
4.Mildred S. Cabay	Tabuk City NHS
5.Elvira B. Tabag	Kalinga NHS

4. Meals, snacks, accommodation, and training materials shall be charged against downloaded HRTD Funds, while the transportation expenses and other incidental expenses shall be charged against the school or other local funds subject to usual accounting rules and regulations.
5. The first meal to be served will be dinner of January 20,2020 and the last meal will be lunch and snack of January 23, 2020.
6. Immediate and widest dissemination of this Memorandum is desired.