DIVISION MEMORANDUM
No. 161 s. 2016

TO : Public Schools District Supervisors
     Elementary School Heads
     All concerned

FROM : SOQORRO V. DELA ROSA, CESO VI
       School Division Superintendent

Subject : ONE-DAY PLANNING CONFERENCE OF SPECIAL EDUCATION (SPED) TRAINERS AND
          FACILITATORS

DATE : December 13, 2016

1. In preparation for the conduct of a Division Seminar-Workshop in Special Education, a one-day
   planning conference of SPED trainers and facilitators will be conducted on December 19, 2016,
   8:00 o’clock in the morning at Div. Office Hall A.

2. The following trainers and facilitators are requested to bring the hand outs, training matrix and
   other materials during the Regional Seminar-Workshop on Assessment of Children with
   Disabilities/ Short-Term Scholarship in Special Education:

   • ZARITA S. MIRARAN, MT II  JMAMES SPED CENTER
   • LIZA MOLOD, SPET I  JMAMES SPED CENTER
   • SHIANNE B. RUBIO, T III  JMAMES SPED-GT
   • JUDY SONEJA, SPET I  JMAMES SPED CENTER
   • ANALIZA GREGORIO, T II  JMAMES SPED-HS

3. Travel expenses and other incidental expenses of participants are chargeable against school’s
   MOOE, subject to the usual accounting rules and regulations.

4. Immediate dissemination of this Memorandum is highly desired.