MEMORANDUM

To: Public Schools District Supervisors
   District ALS Coordinators
   Mobile Teachers

From: NYMPHA D. GUEMO
      OIC, Schools Division Superintendent

Subject: DIVISION CONFERENCE OF DISTRICT ALS COORDINATORS
   AND MOBILE TEACHERS

Date: May 29, 2015

Please be informed that there will be a conference of all District ALS Coordinators and
Mobile Teachers on June 5, 2015, 8:00 a.m. at the Schools Division Office Conference Hall
C.

Agenda:
1. Graduation Rites of A & E Test Passers
2. Debriefing – 12th Regional ALS OSY/A Summer Encampment
3. Other matters

Please bring the following:
1. Monthly Reports
   a. Itinerary of Travel
   b. Certificate of Appearance
   c. Form 48
   d. Monthly Accomplishment Reports
   e. Learners Profile
   f. Learner’s Attendance (checklist & logbook)
2. List of A & E Test Passers/registrants/actual Takers – CY 2010 to 2014

For information and compliance.

LIFE LONG LEARNING