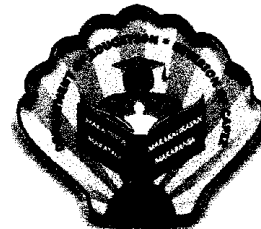




Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City



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November 6, 2017

DIVISION MEMORANDUM

No. 207, series 2017

**DIVISION TRAINING-WORKSHOP ON THE USE AND CARE OF SCIENCE EQUIPMENT
(Elementary Level)**

To: **Public Schools District Supervisors / Officers-In-Charge of the Districts
Heads of Public Elementary Schools and Integrated Schools**

1. The Schools Division of Capiz will conduct a live-out Training-Workshop on the Use and Care of Science Equipment for Elementary Level on December 7-9, 2017 at a venue to be announced later.
2. This training-workshop aims to:
 - a. familiarize the elementary science teachers with the functionality, operation, application and maintenance of the science equipment for maximum utilization; and
 - b. to raise their level of awareness and competence in the manipulation and proper care of the equipment and to have them cascade the knowledge and skills acquired to other elementary science teachers in their respective areas;
3. Participants to this activity are the District Science Coordinators and four (4) elementary science teachers (G3, G4, G5 and G6) from every District. Elementary Science teacher participants are to be identified by the District Science Coordinators with the approval of the Public Schools District Supervisors / Officers-In-Charge of the Districts. Participants are advised to bring laptop, extension cord, Science Curriculum Guide, and Science textbooks. The training matrix is enclosed for reference.
4. Expenses incurred relative to this activity are chargeable against the division INSET funds while travel and other allowable expenses of the participants are chargeable against the school MOOE both are subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of the content of this memorandum is desired.


MIGUEL MAC D. APOSIN, Ed. D., CESO V
Schools Division Superintendent

Reference: None

Allotment: None

To be indicated in the Perpetual Index under the following subjects:

TEACHER

TRAINING

WRITESHOP

SCIENCE