



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



DIVISION MEMORANDUM

No. 281

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



PLANNING CONFERENCE FOR RADIO BROADCASTERS/SAMAHAN NG MGA GURO SA PAMAMAHAYAG

1. The planning Conference for all Radio Script writers and broad casters will be conducted on December 21 , 2020 at Bulanao Central School.
2. Agenda are as follows:
 - a. Plan for the second quarter preparation for the conversion of modules into broadcast script
 - b. Plan for the broadcast schedule of all subjects in the elementary and secondary
 - c. Other concerns
3. The participants to this conference are the teacher broadcasters and script writers representing all the subject area in the secondary and grade level in the elementary in the Division of Tabuk City.
4. Meal and snacks for all the participants shall be provided.
5. As per CSC and DBM Joint circular No. 2, s. 2015, teaching and non-Teaching participants will be given one (1) day service credit and COC or CTO respectively in lieu of December 21, 2020 for all the participants and another one (1) day for December 28, 2020 (Christmas vacation) for the TWG for the recording of lessons to be broadcasted on January 4-8, 2020.
6. Travel expenses will be charged to local funds subject to the usual accounting and auditing rules and regulation.
- 6 . Immediate dissemination and strict compliance to this memorandum is desired.


IRENE S. ANGWAY, PhD, CESO VI
OIC, Schools Division Superintendent