



Republic of the Philippines  
**Department of Education**

FEB 17 2012

DepEd MEMORANDUM  
No. **37**, s. 2012

**ADMINISTRATIVE MEETING CUM WORKSHOP ON GRADES 1  
AND 7 TEACHERS TRAINING**

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools

1. The Department of Education (DepEd) through the Teacher Education Council (TEC), in coordination with selected Centers of Excellence (COEs), Centers of Training (COTs) for Teacher Education and Centers of Development (CODs) will conduct the **Administrative Meeting Cum Workshop on Grades 1 and 7 Teachers Training** on the following dates and venues:

Cluster	Date	Venue
Luzon	March 8-10, 2012	Travellers' Hotel, Subic Olongapo City
Visayas	March 12-14, 2012	DepEd Ecotech Center, Lahug, Cebu City
Mindanao		

2. The meeting cum workshop aims to:

- a. finalize the training design for Training of Trainers (TOT) of Grades 1 and 7 teachers;
- b. craft the regional training design for Grades 1 and 7;
- c. determine/agree on the different training modalities;
- d. identify the training venues, the number of trainers and trainees;
- e. discuss administrative and financial arrangements for the training; and
- f. finalize session guide/s.


3. The participants to this activity are as follows:

- a. DepEd Officials;
- b. Regional Directors (RDs)/Assistant Regional Directors (ARDs);
- c. One Training Team (five members) per region (To be chosen by the RDs);
- d. Training Teams (three per team) of the following training centers:
  - Centers of Excellence (COEs);
  - Centers of Development (CODs);
  - Centers of Training (COTs) for Teacher Education; and
  - Philippine Science High Schools (PSHS).
- e. Learning Area Convenors

4. All expenses relative to board and lodging of the participants including supplies and materials, professional fees of resource speakers and the traveling expenses of resource speakers, convenors and training staff shall be charged to TEC-OSEC proper funds, while the traveling expenses of DepEd regional participants shall be charged to the local in-service training funds.

5. For more inquiries and confirmation, all concerned may contact **Dr. Beatriz G. Torno**, Executive Director II or **Ms. Marian Anclote**, TEC Secretariat at telephone no.: (02) 638-6170 or telefax no.: (02) 638-6172.

6. Immediate dissemination of this Memorandum is desired.



**ATTY. ALBERTO T. MUYOT**  
Undersecretary  
Officer-in-Charge

Reference:

N o n e

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

OFFICIALS  
TEACHERS  
TRAINING PROGRAMS  
WORKSHOPS

Madel: Administrative Meeting Cum Workshop  
845-February 1, 2012/2-9/2-13