Department of Education
Region VI-Western Visayas
**DIVISION OF AKLAN**
Archbishop G.M. Reyes St., Kalibo, Aklan

October 14, 2019

**DIVISION MEMORANDUM**
**No. 346, s. 2019**

**TRAINING-WORKSHOP ON PROPER USE AND MANIPULATION OF SCIENCE LABORATORY EQUIPMENT AND APPARATUS IN SCIENCE for ELEMENTARY TEACHERS**

To: **Chief Education Supervisors**
**Education Program Supervisors**
**Senior/Education Program Specialists**
**Public Schools District Supervisors**
**School Heads of Public Elementary, Secondary and Integrated Schools**
**Science Teachers Concerned**

1. This is to inform the field regarding the **Training-Workshop on Proper Use and Manipulation of Science Laboratory Equipment and Apparatus in Science for Elementary Teachers** which will be conducted on **November 25-27, 2019 (Monday to Wednesday).** Venue will be announced later.

2. Participants to this activity are: **one (1) Education Program Supervisor-Science, two (2) Division Science Coordinators, nineteen (19) District Science Coordinators for Elementary Level,** and **six (6) Science teachers per district.** These teachers should be handling Grades 3 to 6 classes and the school should have some science equipment and apparatus. The Public School District Supervisor will identify and recommend the six (6) teachers from their district.

3. Since the training will be composed of hands-on activities, participants are required to bring the science equipment and apparatus needed at the training venue.

4. The participants are advised to bring with them Science curriculum guide, teachers' guide and learners' materials, textbooks and other reference materials.

three (3) Grade 4, three (3) Grade 5, and three (3) Grade 6 Science teachers per district. There should be ten (10) teacher participants per district.

4. No registration fee shall be charged. Incidental expenses shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.

5. The training matrix, executive/working committee members and pre-registration form are found in Enclosures 1, 2, and 3 of this Memorandum.

6. Confirmation of participation should be done by submitting the enclosed pre-registration form to Dr. Mary Cherry Lynn M. Dalipe, Education Program Supervisor in Science, DepED Division Office, Kalibo, Aklan **on or before November 08, 2019.**

7. Immediate and wide dissemination of the content of this Memorandum to all concerned is strongly desired.

**Dr. MIGUEL MAC D. APOSIN, CESO V**
Schools Division Superintendent

**TEACHERS** **TRAINING PROGRAMS** **WORKSHOPS**

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