MEMORANDUM TO:
OIC, Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools

CORRIGENDUM AND ADDENDUM TO UNNUMBERED MEMORANDUM DATED SEPTEMBER 17, 2019 RE: PATROL LEADERS TRAINING COURSE (PLTC) AND CREW LEADERS TRAINING COURSE (CLTC)

The conduct of Patrol Leaders Training Course (PLTC-from grades 4-6) and Crew Leaders Training Course (CLTC-from grades 7-10) by the Metro Manila East Council is scheduled on September 27, 28 & 29, 2019 at Parang Elementary School instead of Kalumpang Elementary School and Kalumpang National High School, for information and guidance.

School Heads are requested to send participants on the following classification of school:
2.1. small schools – at least eight (8)
2.2. medium and big schools – at least sixteen (16)

Likewise, a payment of Three Hundred Fifty Pesos (P350.00) and other incidental expenses related to the activity will be charged from each participant to cover administrative expenses, souvenir items for them and food for training staffs for three days. Said training fee can be charged to school’s MOOE or local funds subject to the usual accounting and auditing procedures.

The participants’ food provision shall be shouldered individually. Other details shall be discussed during the briefings of BSP Coordinators meeting.

The cooperation and support of all School Heads and Officers-In-Charge are highly enjoined.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Incls.: None
Reference: Division Unnumbered Memorandum dated September 17, 2017 and DepEd Order No. 76, s. 2012

Maka-Diyos, Makatao, Makakalikasan at Makabansa