



**DIVISION OF PANGASINAN II**  
Canarvacanan, 2436, Binalonan  
Pangasinan, Philippines



**DIVISION MEMORANDUM**

No. 272, s. 2018

TO:

**DR. ROSALINO T. AGPALO, JR.** CHIEF EDUCATION SUPERVISOR, SGOD  
**DR. CORNELIO R. AQUINO** CHIEF EDUCATION SUPERVISOR, CID  
**EDUCATION PROGRAM SUPERVISORS**  
**ALL ELEMENTARY AND SECONDARY SCHOOL HEADS**  
**ALL SECONDARY SCHOOL DEPARTMENT HEADS**  
**ALL OTHERS CONCERNED**

FROM:

**ATTY. DONATO D. BALDERAS, JR.**  
Schools Division Superintendent

SUBJECT:

**ORIENTATION/WORKSHOP ON WRITING TABLE OF SPECIFICATIONS FOR  
ELEMENTARY & SECONDARY SCHOOL PRINCIPALS/HEADS, ASST. PRINCIPALS  
AND SECONDARY SCHOOL DEPARTMENT HEADS**

DATE:


**July 12, 2018**

**PARTICULARS**

1. An Orientation/ Workshop on Writing Table of Specifications (TOS) for Elementary and Secondary School Principals/Heads, Asst. Principals and Secondary School Department Heads will be conducted on the following dates and venues below.


DATES	PARTICIPANTS	TOTAL NUMBER	VENUE
July 19, 2018	4 <sup>th</sup> District Elementary School Heads	87	Mangaldan IS
	5 <sup>th</sup> District Elementary School Heads	139	
July 24, 2018	6 <sup>th</sup> District Elementary School Heads	218	CB Mall, Urdaneta City
July 25, 2018	Secondary School Heads	4 <sup>th</sup> District – 16 5 <sup>th</sup> District – 53 6 <sup>th</sup> District – 49 <b>Total - 118</b>	CB Mall, Urdaneta City
	Secondary School Assistant Principals	33	
	Secondary School Department Heads	4 <sup>th</sup> District – 46 5 <sup>th</sup> District – 100 6 <sup>th</sup> District – 97 <b>Total - 246</b>	
<b>TOTAL</b>		<b>881</b>	

2. The opening program begins at exactly 8:30am, hence, participants are expected to be at the venue on time. Late participants shall not be awarded a Certificate of Participation.

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**ARVIN R. PURISIMA**  
ADMINISTRATIVE OFFICER V

3. Registration is free. Meals and snacks will be served charged against the Division HRTD Fund. However, travel expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
4. It is expected that all School Heads and Principals in the assigned schedule shall be present because the orientation is essential in relation to the role of school heads in checking test questions. Hence, **no proxy allowed**.
5. Immediate dissemination of this Memorandum is hereby desired.

  
**ATTY. DONATO D. BALDERAS, JR.**  
Schools Division Superintendent

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**ARVIN R. PURISIMA**  
ADMINISTRATIVE OFFICER V