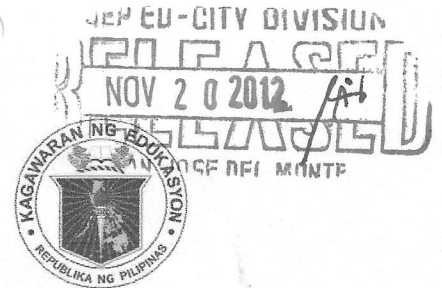




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



November 20, 2012

DIVISION MEMORANDUM

No. 216 s. 2012

SEMINAR-WORKSHOP ON SCHOOL PAPER MANAGEMENT

To: Public Schools District Supervisors
Public Elementary / Secondary School Principals / OICs
Private Elementary / Secondary School Administrators

1. This office informs the field of the conduct of a three day Seminar-Workshop on School Paper Management on December 5-7 current, 8:00 – 5:00pm at the Division Library Hub.
2. The objectives of this activity are:
 - a. update the knowledge and the skills of the school paper advisers in the various categories in NSPC
 - b. increase their capacity in developing the journalistic skills of their campus journalism; and
 - c. orient them on the mechanics of NSPC.
3. Participants to this training are the school paper advisers from public and private elementary and secondary schools.
4. Expenses relative to the training shall be charged against Special Education Fund (SEF).
5. Attached is the matrix of activities of the training.
6. Immediate and wide dissemination of the contents of this Memorandum is desired.


DR. AMANCIO S. VILLAMEJOR JR., CESO IV
Schools Division Superintendent

MATRIX OF ACTIVITIES

DAY 1	
DECEMBER 5	
TIME	ACTIVITY
7:30 – 8:00	Mini-Program
8:00 – 10:00	Lecture 1
10:00 – 10:30	B R E A K
10:30 – 12:00	Lecture 2
12:00 – 1:00	LUNCH BREAK
1:00 – 3:00	Lecture 3
3:00 – 3:30	B R E A K
3:30 – 5:00	Open Forum

DAY 2	
DECEMBER 6	
TIME	ACTIVITY
8:00 – 10:00	Lecture 4
10:00 – 10:30	B R E A K
10:30 – 12:00	Lecture 5
12:00 – 1:00	LUNCH BREAK
1:00 – 3:00	Lecture 6
3:00 – 3:30	B R E A K
3:30 – 5:00	Open Forum

DAY 3	
DECEMBER 7	
TIME	ACTIVITY
8:00 – 10:00	Lecture 7
10:00 – 10:30	S N A C K S
10:30 – 12:00	Lecture 8
12:00 – 1:00	LUNCH BREAK
1:00 – 3:00	Open Forum
3:00 – 5:00	CLOSING PROGRAM