



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**

Upper Session Road Extension, Baguio City  
Tel. No.: 446-0275 Fax: (074) 442-7819



DIVISION MEMORANDUM

No. 196 S. 2013

**TO** : EPS, PSDS, Public Elementary School Administrators, All Public Kindergarten Teachers  
*[Signature]* 12/11/2013

**FROM** : **FRANCIS CESAR B. BRINGAS, CESO VI**  
OIC- Schools Division Superintendent

**SUBJECT** : **DIVISION SEMINAR ON VALUES FORMATION AND CLASSROOM MANAGEMENT FOR ARABIC LANGUAGE AND ISLAMIC VALUES EDUCATION (ALIVE) TEACHERS**

**DATE** : December 10, 2013

---

1. This is to inform the Field on the Division Seminar on Values Formation and Classroom Management for Arabic Language and Islamic Values Education on December 22 – 23, 2013 at Brentwood Apartelle, Brentwood Village, Brgy. M. Roxas, Baguio City
2. The objectives of the seminar are:
  - a. To establish a network of teachers, administrators, and experts as an avenue to discuss/share ideas which will also serve as a support group to further improve oneself and the preschool program as a whole.
  - b. To set up a child friendly environment that caters to the maximum holistic development of pupils.
  - c. To have better perception and appreciation of oneself as Kindergarten teachers.
  - d. To have deeper understanding and respect of the rights of children.
3. Participants to this seminar are the Ustadz teaching in the Public Schools with organized Arabic Language and Islamic Values Education (ALIVE) classes.
4. Asatidz with regular item will be entitled for one (1) day service credit while 1 day compensatory overtime credit shall be granted to the non-teaching employees for the services rendered on Sunday (December 22, 2013).
5. The training expenses like supplies, 2 snacks and 2 meals for the 2-day seminar except for the transportation expenses shall be charged against the Madrasah funds, subject to the usual accounting and auditing rules and regulations.
6. Participants are expected to be at the venue on December 22, 2013 at 7:30 a.m. for the registration. Opening Program will follow after the registration.
7. Immediate and widest dissemination of this memorandum to all concerned is desired.