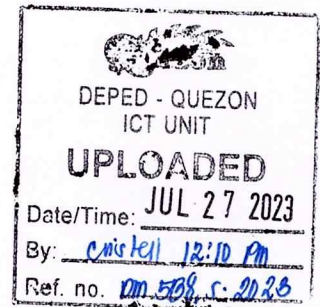




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE




25 July 2023

**DIVISION MEMORANDUM**  
DM No. 538, s. 2023

**ADDENDUM TO DM 503, S. 2023, RE: DIVISION TRAINING OF TEACHERS (DTOT) FOR  
MASTER TEACHERS PROFESSIONAL DEVELOPMENT PROGRAM (MTPDP) 2.0**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. In reference to Division Memorandum No. 503, s. 2023, re: Division Training of Teachers for Master Teachers Professional Development Program (MTPDP) 2.0, this Office announces that the activity will be held at the Infinity Hall of **Sevilla's Farm & Resort, Lucena City**.
2. Since the MTPDP entails services of teachers beyond regular school days, they shall be given local service credits upon presentation of signed DTR and certificate of appearance to the school head, pursuant to the provision of DepEd Order No. 291, s. 2008 (Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers) and DO 16, s. 2009 (Addendum to DO 291, s. 2008), which states that "where services rendered are in excess of the actual 8-hour work as deemed necessary, service credits may be applied".
3. Participants to the said live-in activity are expected to be at the venue as early as 7:00 o'clock in the morning. First meal to be served on Day Zero is **dinner** while the last meal to be served on Day 6 is an **afternoon snack**.
4. Kindly bring your laptop and extension wire.
5. Other provisions in the previous Memorandum remain in effect.
6. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

hrdrvm/07/25/2023  
DEPEDQUEZON-TM-SDS-04-009-003



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