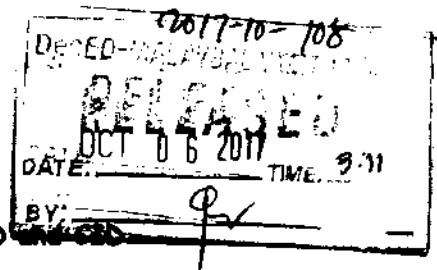




Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Barangay 6, Casisang, City of Malaybalay

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DIVISION MEMORANDUM

No. 523 s. 2017

TO: Chief Education Program Supervisors and Staff, SGOD
Public Elementary/Secondary School Heads
This Division

FROM: EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

SUBJECT: DIVISION SPECIALIZED SKILLS ENHANCEMENT TRAINING AND ASSESSMENT OF TEACHERS (BATCH 2)

DATE: October 1, 2017

1. This Office announces the conduct of the Second Division Skills Enhancement Training and Assessment of Teachers on November 27, 2017 to December 1, 2017 in different qualifications at Loizas Pavilion, Casisang, Malaybalay City.

Qualifications

Driving NC II
Agricultural Crop Production NC III
House Keeping NC II Migrated
SMAW NC I
Electrical Installation NC II
Carpentry NC II

2. Interested teachers are required to submit letter of intent and recommendation letter from the school head, addressed to School Division Superintendent, Attention: Mr. Luis S. Alajar Jr. EPS in TLE on or before October 31, 2017. Announcement of qualified trainees will be posted in the division website on November 6, 2017.

3. School Heads will give priority to teachers who are in need or presently teaching EPP/TLE/ALS/TVL subject/s without National Certificate.

4. Furthermore, school heads should make necessary arrangements as to who will handle the affected schedule of teachers qualified to attend the training and assessment.

5. Qualified trainees should bring the following during the training:

4.1 Driving NC II

- 4.1.1 Medical Certificate that fit to drive
- 4.1.2 Not more than 45 years' old
- 4.1.3 Ten (10) liters gasoline for the whole duration
- 4.1.4 Personal Protective Equipment (PPE)
- 4.1.5 Eight (8) pieces Passport size picture (TESDA standard)

4.2 Agricultural Crop Production NC II

- 4.2.1 NC II Certificate (Agricultural Crop Production)
- 4.2.2 Two (2) liters Crude/diesel oil
- 4.2.3 Personal Protective Equipment (PPE)
- 4.2.4 Eight (8) pieces Passport size picture (TESDA standard)

4.3 Housekeeping NC II Migrated

- 4.3.1 Personal Protective Equipment (PPE)
- 4.3.2 Eight (8) pieces Passport size picture (TESDA standard)

4.4 SMAW NC I

- 4.4.1 Ten (10) kilos Electrode E6013 - Filling pass/capping
- 4.4.2 Ten Kilos (10) Electrode E6011- Root Penetration
- 4.4.3 One (1) piece 6-inches (long) X 2 inches (width) X ½ inch thick Metal Plate
- 4.4.4 Personal Protective Equipment (PPE)
- 4.4.5 Eight (8) pieces Passport size picture (TESDA standard)

4.5 Electrical Installation NC II

- 4.5.1 Personal Protective Equipment (PPE)
- 4.5.2 Eight (8) pieces Passport size picture (TESDA standard)

4.6 Carpentry NC II

- 4.6.1 Personal Protective Equipment (PPE)
- 4.6.2 Eight (8) pieces Passport size picture (TESDA standard)

5. The following are the Training Manager/TWG and the Core of Trainers.

1.	Luis S. Alajar Jr	- EPS in TLE	Training Manager/TWG
2.	Mary Anne A. Gabia	-TMC I	Agricultural Crop Production
3.	Freddie L. Zamora	-TMC I	Driving
4.	Garry Garcia	-TMC I	Housekeeping NC II
5.	Antonio I. Tan	- TMC I	Electrical Installation NC II
6.	Albert R. Raagas	-TMC I	Food and Beverage Services
7.	Lloyd Dawnee B. Alajar	-TMC I	Carpentry NC II

6. Lunch and snacks during the training charged to HRTD funds, while transportation and other incidental expenses will be charged against Local Funds subject to the usual accounting and auditing rules and procedures. All consumable materials and assessment fee will be personal responsibility of the trainees.

7. Corresponding service credit shall be given to teachers who will successfully finish the said training and assessment as per DepEd Order No. 53, s. 2003.

8. Immediate dissemination and compliance of this Memorandum is desired.