



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CEBU PROVINCE  
Sudlon, Lahug, Cebu City



July 15, 2015

**DIVISION MEMORANDUM**  
No. 427 s. 2015

**SUBMISSION OF LIST OF ENROLLEES FOR TESDA  
(TRAINEE/LEARNER PROFILE)**

**To : Assistant Superintendent  
Education Supervisors/Coordinators  
Secondary School Heads**

1. In compliance with the letter from TESDA Director requesting submission of the **List of Enrollees by TechVoc Specialization**, this Office hereby directs all secondary schools to comply the said report on or before July 21, 2015.
2. Secondary Lead Principals are requested to ensure early submission of the said report by municipality.
3. Attached herewith is the simplified template to be followed.
4. Wide and immediate dissemination of this Memorandum is desired.

  
**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent	(032) 556405
Asst. Schools Division Superintendent	(032) 414-7457
Accounting Section	(032) 254-2632
Disbursing Section	(032) 255-4401
Admin/Legal	(032) 253-7847

Website: [www.depedcebuprovince.com](http://www.depedcebuprovince.com)  
E-mail Add: [depedcebuprovince@ yahoo.com](mailto:depedcebuprovince@ yahoo.com)

**TRAINEE / LEARNER PROFILE**

MUNICIPALITY: \_\_\_\_\_ DIVISION: \_\_\_\_\_ REGION: \_\_\_\_\_

TECH VOC SPECIALIZATION: \_\_\_\_\_

Family/ Last Name	First Name	Middle Name	Contact # (landline/ cellphone)	Email Address	Complete Permanent Mailing Address			Sex	Date of Birth (mm-dd-yy)	Age
					Street No./ Address	Barangay	Municipality/ City			

Prepared by: \_\_\_\_\_

Certified Correct: \_\_\_\_\_

Subject Teacher \_\_\_\_\_

School Head \_\_\_\_\_