



August 17, 2015

**DIVISION MEMORANDUM**

No. 512 s. 2015


**TEACHERS TRAINING IN SWIMMING**

To: Assistant Superintendent  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. This Division in tandem with the Cebu Provincial Sports Commission (CPSC) announce the teachers training in swimming for schools offering said event as one of their sports disciplines in preparation for the Cebu Provincial Sports and Cultural Meet. The training will be conducted on August 28, 29 & 30, 2015 at the Municipality of Dumanjug.
2. Pre-registration of participants is required from the School Heads to determine the number of attendees for food and kit allocation which shall be provided by the Cebu Provincial Sports Commission.
3. Participants to this training are teachers coaching swimming in their school/Municipality.
4. Pre-registration form is attached hereto and is expected to be returned to this Office on August 25, 2015 (attention Mrs. Nenita G. Jaralve). Forms which shall be submitted beyond August 25 will no longer be accepted.
5. Participants are enjoined to bring swimming suits for the actual demonstration.
6. School Heads are directed to ensure the attendance of their teachers to the training and for safety purposes, participants are required to present a medical certificate.
7. Service credits shall be granted to the attendees who will meet the required number of training hours on Saturday and Sunday.
8. This Memorandum serves as Authority to Travel of the participants.

9. Traveling expenses of the participants to and from the venue shall be chargeable against Local School MOOE/SEF/PTA and other funds while morning and afternoon snacks, t-shirt and food for lunch for 3 days shall be charged against the Cebu Provincial Sports Commission subject to the usual accounting and auditing rules and regulations.

10. Immediate and wide dissemination of this Memorandum is desired.

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

---

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 414-7457  
Accounting Section: (032) 254-2632  
Disbursing Section: (032) 255-4401

Website: [www.depedcebuprovince.ph](http://www.depedcebuprovince.ph)

E-mail Add: [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)



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



## PRE –REGISTRATION FORM

Teachers Training in Swimming  
August 28, 29, 30, 2015  
Dumanjug, Cebu

| Name of Teacher | Station | Name of School Head | Contact # |
|-----------------|---------|---------------------|-----------|
| 1.              |         |                     |           |
| 2.              |         |                     |           |
| 3.              |         |                     |           |
| 4.              |         |                     |           |
| 5.              |         |                     |           |
| 6.              |         |                     |           |
| 7.              |         |                     |           |
| 8.              |         |                     |           |
| 9.              |         |                     |           |
| 10.             |         |                     |           |

Submitted by:

\_\_\_\_\_

Noted by:

\_\_\_\_\_  
Principal/District Supervisor