



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



**October 19, 2015**

**DIVISION MEMORANDUM**  
No. 712, s. 2015

**1<sup>ST</sup> COACHING WORKSHOP (CESB TRAINING)**

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

1. Attached is Regional Memorandum No. 624, s. 2015, entitled, "1<sup>st</sup> Coaching Workshop (CESB Training)," which is self-explanatory.
2. Dissemination of this Memorandum is desired.

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

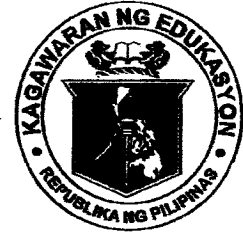
Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
Admin/Legal:	(032) 253-7847

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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



OCT 1 2 2015

REGIONAL MEMORANDUM

No. 624, s. 2015

**1<sup>ST</sup> COACHING WORKSHOP (CESB TRAINING)**

To: **SCHOOLS DIVISION SUPERINTENDENTS**  
**OFFICERS-IN-CHARGE OF INTERIM/CITY DIVISION**

1. Enclosed is a communication from Human Resource Innovations, Incorporated, informing this Office on the conduct of the 1<sup>ST</sup> Coaching Workshop at Berjaya Hotel, Makati City on October 21-22, 2015.
2. For more details, refer to the attached communication.
3. Participation of interested Teachers, School Heads and Education Supervisors to this Activity shall be subject to the discretion of the Schools Division Superintendents, and to the provisions of DECS Order No. 28, s. 2001 entitled "Prohibiting the Commercialization of the DECS Organization through Endorsements and Accreditation of Goods and Services", DepEd Order No.9, s. 2005 entitled "Instituting Measures to Increase Engaged Time-on-Task" or "No- Disruption-of-Classes Policy", and all other existing DepED policies and regulations, and ensuring compliance therewith.
4. For the information and guidance of all concerned.

*Juliet A. Jeruta*  
**JULIET A. JERUTA, Ph.D., CESO V**  
Director III  
OIC-Regional Director

Dir./AJeruta/FCS/Ttpastor  
Page1-memo to sds (re : training)

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

**"ESD 2015: Karapatan ng Lahat, Pamanagutan ng Lahat"**



Department of Education  
Region VII, Central Visayas

RD2015-8892  
08-Oct-15

**Subject:** REGISTER NOW! 1st Coaching Workshop on October 21-22, 2015

**From:** CESB Training (training.cesb@gmail.com)

**To:** ;

**Bcc:** deped\_ro7@yahoo.com;

**Date:** Friday, October 2, 2015 8:43 AM

**MURIS**®



October 21 - 22, 2015  
Berjaya Hotel, Makati City  
Php 9,856.00



**COACHING**  
Raising performance to the next

**FOR MORE INFORMATION ON OTHER LEADERSHIP  
DEVELOPMENT PROGRAMS,  
VISIT OUR WEBSITE!**



**Human Resource Innovations & Solutions, Inc.**  
**CESB TRAINING REGISTRATION FORM**  
*Kindly write legibly. PRINT data on the spaces provided.*  
*This form can be reproduced.*



Full Name:		Nickname:	Gender:	CES Rank:
Position:		Telephone No.:	Fax No.:	Mobile No.:
Office:		Office Address:		
Department/Agency:		Religion:	Email Address:	
Dietary Requirements (required):				
Please check [✓] the training programs or workshops you wish to attend:				
TRAINING PROGRAM / WORKSHOP	TRAINING FEE	TRAINING DATE	Will Attend	
1. Strategic Decision Making	Php 9,856.00 VAT inclusive	September 29-30, 2015		
2. Managerial Leadership	Php 9,856.00 VAT inclusive	October 6-7, 2015		
8. Coaching: Raising Performance to the Next Level	Php 9,856.00 VAT inclusive	October 21-22, 2015		
3. Mediation	Php 9,856.00 VAT inclusive	October 28-29, 2015		
4. Strategic and Critical Thinking	Php 9,856.00 VAT inclusive	November 5-6, 2015		
5. The New Leadership Style for The 21 <sup>st</sup> Century	Php 14,784.00 VAT inclusive	November 23-25, 2015		
6. Performance and Results Management	Php 9,856.00 VAT inclusive	December 10-11, 2015		

**MODE OF PAYMENT (Please check [✓]):** Note: Payment should be made at least two (2) weeks prior to the workshop date. After depositing your payment, please fax copy of deposit slip to Telefax No. (02) 746-2962. Kindly indicate name of attendees and company name for the issuance of the Official Receipt.

**Cash/Cheque**

- Deposit in HURIS Bank Account:
  - Metrobank, Account Name: Human Resource Innovations and Solutions, Inc., Account No. 062-3-06224357-1, Cheque (Please prepare payable to: Human Resource Innovations and Solutions, Inc.)
  - Land Bank of the Philippines, Account Name: Human Resource Innovations and Solutions, Inc., Account No. 2311-0997-20), Cheque (Please prepare payable to: Human Resource Innovations and Solutions, Inc.)
  - Any and all bank charges will be for the account of the participants.
- Deliver to HURIS office (Suite M3 Seven East Capitol Bldg., #7 East Capitol Drive, Barrio Kapitolyo, Pasig City 1603)
- For pick-up within Metro Manila, a pick-up fee of PhP200.00 will be charged payable upon pick of check to defray cost of transportation

**Reminders:**

- Kindly submit BIR Form 2306 Certificate of VAT Withheld and BIR Form 2307 Certificate of Tax Withheld if VAT and Taxes will be withheld from the training fee.
- No payment, No Certificate policy will be applied.
- Statement of Account (SOA) will be sent via email or fax and the original SOA will be given on the first day of the training to the participants (as requested).

**TERMS AND CONDITIONS:**

1. Submission of an accomplished Registration Form is strictly required and this will serve as the billing statement.
2. Confirmation letters will be sent to all registered participants via email or fax at least 2 weeks before the training.
3. Upon receipt of the Registration Form, the participant's attendance is considered confirmed.
4. Payment should be made at least two (2) weeks prior to the workshop date. HURIS will issue the official receipt on the day of the training.  
*NOTE: Accommodations are not included.*
5. Official Receipts will be given on the 1<sup>st</sup> day of the training at the training venue.
6. If the participant is unable to attend the training due to unavoidable circumstances, an advise must be sent to HURIS office at least 2 weeks before the training proper.
7. Cancellations:
  - For paid participants, if cancellation notice/advise is received 1 week before the training proper, the training fee will be forfeited to defray the administrative costs incurred.
  - For participants who have not yet fully remitted their payment, changes and cancellation will be charged of a cancellation and transfer fee amounting to 50% of the total training fee.
  - Refund of training fees will not be allowed; although replacements, in lieu of the original registrant may be entertained, provided the request is done in writing 1 week before the training.
8. Dietary requirement should be advised prior to the training proper so as not to incur additional food expenses. Any food replacement during the training proper will be for the account of the participant.
9. Participants are requested to make their own travel and hotel arrangements. These are not covered by the training fees.
10. HURIS reserves the right to re-schedule programs if the minimum number of participants is not met at least 2 weeks before the training.

*I confirm that the information given by me is true and correct. I also confirm that I have read, understood and agreed to the Terms and Conditions contained in this Registration Form.*

For more information, please call (02) 871-6519 or 661-5954  
 and look for Laisha Lao or Queenie Paragile

Email: [cesb.training@huris.com.ph](mailto:cesb.training@huris.com.ph)

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 Signature of Participant Over Printed Name