



Republic of the Philippines
Department of Education
Region VII, Central Visayas
Office of the Schools Division Superintendent
Sudlon, Lahug, Cebu City



August 10, 2016

DIVISION MEMORANDUM
NO. 438, s. 2016

**SUBMISSION OF NAMES/LISTS OF UNTRAINED SENIOR HIGH
SCHOOL TEACHERS**

**TO: Secondary School Principals/Heads/TICs
Principals/Heads/TICs of Integrated Schools (Offering Senior HS)
Untrained Senior High School Teachers
All Concerned**

1. The office hereby requests the principals/heads of secondary and integrated schools offering Senior High School Programs to submit the names/lists of **untrained senior high school teachers** in their respective schools for **inventory purposes**.
2. The subject area/category where the teachers need training such as **Common Topics, Academic Track and Core Subjects** or **TVL** must be indicated including their respective **specializations**.
3. For time efficiency the documents/data needed may be submitted via email at v_ybanez@yahoo.com. Please submit the names/file in Excel/Word format (sample attached) on or before **August 19, 2016 (Friday)**.
4. For the Batch 2 training (Academic/Core subjects) per **Regional Memo 0487** on **August 20-28, 2016**, only those names listed in the attachment released by the Region will be allowed to attend. The regional training team may allow additional limited number of participants provided that they (senior high school teachers) already attended the **training on Common Topics** previously conducted by the Region.
5. **Wide dissemination and strict compliance of this Memorandum is hereby requested.**


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Sample

(put logo/school heading)

Date

LIST OF UNTRAINED SENIOR HIGH SCHOOL TEACHERS

Family Name	First Name	Middle Initial	Specialization	Trainings Needed Code: A-Common Topics B-TVL C-Academic	School/Address
1. Dela Cruz	Juan	V.	Accountancy	C	Dalaguete NHS, Dalaguete, Cebu

Name of Principal/Head
Contact/Cellphone No. _____