



Republic of the Philippines  
Region VII, Central Visayas  
Sudlon, Lahug, Cebu City



October 14, 2016

**DIVISION MEMORANDUM**  
NO. 457, s. 2016

**SUBMISSION OF NAMES OF GRADE TWO TEACHERS AND UPDATED LIST/S OF  
ELEMENTARY SCHOOL HEADS/TICs/CARETAKERS**

**TO: Public Schools District Supervisors/OIC's  
All Teachers Concerned**

1. This is to inform the field that **DepEd-USAID/BASA Pilipinas Program** is tentatively planning to have refresher training among **Grade Two (II) teachers** about **Effective Literacy Instruction** as well as about conducting **Learning Action Cells (LAC's)** to all elementary school heads by **December 2016**. In order for the division to submit the accurate number/names of the participants, **Public Schools District Supervisors (PSDSs)/OICs** are hereby requested to submit the **names** of all **Grade Two (II) teachers** as well as the **updated list or names of the school heads** in the district/municipality.
2. Please submit the needed data **on or before November 7, 2016 (Monday)** via email at [v\\_ybanez@yahoo.com](mailto:v_ybanez@yahoo.com). List/names should be submitted in alphabetical order, see sample format as herein attached (Word or Excel).
3. Wide dissemination and **immediate compliance** of this Memorandum is hereby **requested**.

  
**RHEA MARA. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent



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*(sample format)*

**List/Names of Grade II Teachers**  
**District of \_\_\_\_\_**

Family Name	First/Given Name	Middle Initial	Sch. Name	Sch. ID #	Yrs./Months (as Grade 2 Teacher)	BASA Trained	Newly-hired/assigned in Grade 3	Teacher's Contact Number
1. Dela Cruz	Juan	B.	Nangka ES	112078	2 yrs., 2 months	Yes	No	09234578991
2. Du	Peter	C.	Tapul ES	124589	3 months	No	Yes	09234578995

Total number of **BASA trained Grade II teachers** in the district: \_\_\_\_\_

Total number of **BASA untrained Grade II teachers** in the district: \_\_\_\_\_

Submitted by:

\_\_\_\_\_

**PSDS**

\_\_\_\_\_

**Contact/Cellphone #**

*[Handwritten signature]*



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*(sample format)*

**List/Names of Elementary School Heads/TICs**  
**District of \_\_\_\_\_**

Family Name	First/Given Name	Middle Initial	Sch. Name	Sch. ID #	Yrs./Months (as School Head/TIC)	BASA Trained (LAC)	Newly-hired/promoted as a school head/TIC	School Head's Contact Number
1. Dela Cruz	Juan	B.	Nangka ES	112078	2 yrs., 2 months	Yes	No	0923457899 1
2. Du	Peter	C.	Tapul ES	124589	3 months	No	Yes	0923457899 5

Total number of **BASA trained School Heads** in the district: \_\_\_\_\_

Total number of **BASA untrained School Heads** in the district: \_\_\_\_\_

Submitted by:

\_\_\_\_\_

**PSDS**

\_\_\_\_\_

**Contact/Cellphone #**

vay/2016