



Republic of the Philippines

Region VII, Central Visayas

Sudlon, Lahug, Cebu City



March 14, 2017

DIVISION MEMORANDUM

NO. /6/ , s. 2017

**SUBMISSION OF ACCURATE NAMES/LISTS OF GRADE VI TEACHERS
PER DISTRICT FOR THE UPCOMING K-12 MASS TRAINING OF
TEACHERS ON APRIL-MAY 2017**

**TO: Assistant Superintendents
Division/Section Chiefs
Education Program Supervisors/SEPS/EPS/Coordinators
Public Schools District Supervisors (PSDSs)/OICs
School Heads (Elementary/Integrated)
All Others Concerned**

1. The Office hereby requires all **Public Schools District Supervisors (PSDSs)/OICs** to submit the **accurate or exact names of Grade VI teachers** in the district for the upcoming **K-12 Mass Training of Teachers on April-May 2017**.

2. For accurate listing of names, a template is hereby attached. In the template, the name of the district should be indicated in the first column, then the exact number of **Grade VI teachers** should be written in the 2nd column. For example, if Alcoy District has a total of **15 Grade VI teachers**, then said number should appear in the 2nd column. The succeeding columns are the headings/subjects such as English, Filipino, Math, Science, Araling Panlipunan, EPP/TLE, Music/Arts, Physical Education & Health and Edukasyon sa Pagpapakatao (EsP). **The number of teachers** who will attend in each learning area mentioned must also be indicated.

3. For example, if **Alcoy District** has **15 Grade VI teachers**, the completed/filled-up document should appear in this way:

Name of District	Total # of Grade VI Teachers per district	ENGLISH	FILIPINO	MATH	SCI.	AP	EPP	MusA	PEH	EsP
1. Alcoy	15	3	2	2	2	2	1	1	1	1
2. Boljoon										

4. The **total number of Grade VI teachers** from each district must be equal to the number of teachers distributed in each learning area/s. **Double entry is strictly prohibited.** Since the training is conducted in break-out groups **simultaneously**, it is impossible for a teacher to attend both in the English and/or Science cluster/grouping at same time. In this regard the teacher, should attend in the subject grouping based on his/her **area of expertise or preference.** **Public Schools District Supervisors (PSDSs) are hereby directed to ensure that there should be a participant from each subject area.** The nine subject areas mentioned-above must be represented **proportionally based** on the total number of teachers in the district, so that in the future or after the training, there will be a teacher who can always share the **resources and materials** from this training to all Grade VI teachers in the district.

5. The other attached template requires that the names of the Grade VI teachers/participants must be indicated in each column, please see below:

ENGLISH	FILIPINO	MATH	SCI.	AP	EPP	MusA	PEH	EsP
1. Cruz, Juan B.	1. Banat, Joan P.	1. Bolig, Peter D.	1. Sanchez, Kate Q.	1. Inot, James W.	1. Sullano, Rose S.	1. Alga, Lou C.	1. Cose, Glaize R.	1. Endab, Lloyd Y.
2. Du, John C.	2. Gopez, Marie D.	2. Inoc, Mary F.	2. Ragas, Pablo T.	2. Solon, Aileen G.	3. Moral, Ana J.			
3. Fat, Maria D.	3. Lim, Jose, G.		3. Cortes, Jun S.					
Subtotal	3	2	3	2	2	1	1	1
Grand Total:	15 Grade VI teachers							

6. Accuracy in the entry of the data needed as mentioned-above must be strictly observed **at all times** so that the training team can prepare the needed resources for this training ahead of time. The budget appropriated for this training is based on the forecast of **1900 participants/Grade VI teachers (based on the previous submitted list/data from the district)**, in this regard, your timely submission for the accurate listing is badly needed at this time, so that the training team can make the necessary budgetary adjustments.

7. For time efficiency, the documents/data needed must be submitted via email at v_ybanez@yahoo.com. Please submit the names/file in Excel/Word format (sample attached) on or before **March 16, 2017 (Thursday)**.

8. As usual, the training team does not have an assigned staff who will be responsible of retrieving **multiple email messages** from the **different schools in the division or district/s**. In this regard, the email or submitted data must originate from the office of the **PSDS concerned**, **partial submission** of the data needed or reports is also **strictly prohibited**.

9. **PSDSs or school heads** are advised to be **extra-careful or diligent** in sending training participants who are above **55 years old, nursing mothers, pregnant women-teachers, those with health problems/issues or special needs and/or those who are bringing children**, reminder is hereby given that the training team **does not have enough resources to cater the needs** of these group of training participants.

10. Questions or inquiries as regards to this training can be sent directly to Dr. Victor A. Ybanez (SEPS-HRD) in the email stipulated in paragraph seven (7).

11. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**


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

Attachment to Div. Memo # 161



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



(44 municipalities, 55 sch. districts) First District	Total # of Grade VI Teachers per district	ENGLISH	FILIPINO	MATH	SCI.	AP	EPP	MusA	PEH	EsP
1. Minglanilla 1	15	3	2	2	2	2	1	1	1	1
2. Minglanilla 2										
3. San Fernando										
4. Sibonga										
Second District										
5. Argao 1										
6. Argao 2										
7. Dalaguete 1										
8. Dalaguete 2										
9. Alcoy										
10. Boljoon										
11. Oslob										
12. Santander										
Third District										
1										
13. Barili 1										
14. Barili 2										
15. Aloguinsan										
16. Pinamungajan 1										
17. Pinamungajan 2										
18. Balamban 1										
19. Balamban 2										
20. Asturias										
21. Tuburan 1										
22. Tuburan 2										

Attachment to Div. Memo # 161



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



Names of Grade VII Teachers
 Total Number: 15
 District of _____ (e.g., Minglanilla 1)

ENGLISH	FILIPINO	MATH	SCI.	AP	EPP	MusA	PEH	EsP
1. Cruz, Juan B.	1. Banat, Joan P.	1. Bolig, Peter D.	1. Sanchez, Kate Q.	1. Inot, James W.	1. Sullano, Rose S.	1. Alga, Lou C.	1. Cose, Glaize R.	1. Endab, Lloyd Y.
2. Du, John C.	2. Gopez, Marie D.	2. Inoc, Mary F.	2. Ragas, Pablo T.	2. Solon, Aileen G.	3. Moral, Ana J.			
3. Fat, Maria D.	3. Lim, Jose, G.		3. Cortes, Jun S.					
Subtotal	3	2	3	2	2	1	1	1
Grand Total:	15 teachers							

Submitted by: _____ (District Supervisor)

Cellphone Number: _____

[Handwritten mark]