



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



June 6, 2017

**DIVISION MEMORANDUM**  
NO. 357, s. 2017

**SUBMISSION OF NAMES/LIST OF KINDER AND GRADES 1 TO 6 UNTRAINED  
TEACHERS UNDER THE K-12 BASIC EDUCATION PROGRAM**

**TO: Public Schools District Supervisors/OICs  
District Guidance Coordinators  
Elementary School Heads (Including Integrated Schools)  
All Others Concerned**

1. The Office hereby directs all **Public Schools District Supervisors (PSDSs)/OICs** to submit the **name/s or list of Kinder and Grades 1 to 6 untrained teachers in their respective school/s districts** especially those newly-hired teachers who never attended in any K-12 training since School Year 2012-2013 or those hired after the conduct of the yearly K-12 training and were not able to participate or attend any of those trainings.
2. Teachers in **Kindergarten or Grades 1 to 3** who were trained by **USAID/BASA Pilipinas** should not be included in the listing even if they never attended in any K-12 Basic Education training conducted by the Region or Division.
3. For time efficiency the documents/data needed must be submitted via email at **v\_ybanez@yahoo.com**. Please submit the names/file in **MS Excel format** (sample attached) on or before **June 10, 2017 (Saturday)**.
4. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**

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

