



Republic of the Philippines
Department of Education
Region VII, Central Visayas

TAGBILARAN CITY SCHOOLS DIVISION

City of Tagbilaran

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September 7, 2015


Division Memorandum

No. 231s. 2015

To: All Public and Private Elementary and Secondary School Heads
All Others Concerned

Submission of List of Untrained Teachers -GSP Basic Leadership Course

1. Pursuant to Council Circular No. 17 of the GSP, this office is requesting list of untrained teachers, preferably newly -hired teachers to participate in the special Basic Leadership Course live-out training for Area I and Tagbilaran City at BPSTEA, Tamblot St. on September 11-13, 2015 .
2. A registration of P 1,200.00 is collected to defray expenses for meals snacks ,training materials and other incidental expenses. This may be sourced- out from your school GSP fund or any school fund subject to the usual accounting and auditing procedures.
3. For further details, please contact GSP Council Executive thru cell phone No. 0908 892 8909 or landline 501 7325.
4. For your guidance and immediate compliance.


EVANGEL M. LUMINARIAS, Ph.D. - CESO V
Schools Division Superintendent