

Republic of the Philippines  
Department of Education  
REGION VII, CENTRAL VISAYAS  
**DIVISION OF CITY SCHOOLS-TAGBILARAN**  
Tagbilaran City

DIVISION MEMORANDUM

September 10, 2018

No. 520 S. 2018

**ADDENDUM TO DIVISION MEMORANDUM ON SKILLS ENHANCEMENT TRAINING  
OF JUNIOR TLE TEACHERS**

To : **ASDS, Chiefs. EPS, PSDS  
Public Secondary School Heads  
Concerned Personnel**

1. In view of the forthcoming Division Skills Enhancement Training of Junior TLE teachers, the following tools, materials, equipment and supplies should be brought individually by the participants:

Electrical:

- |                        |  |
|------------------------|--|
| a. Long Nose Pliers    | d. Philip Screw Driver                 |
| b. Flat Nose Pliers    | e. Flat Screw Driver                   |
| c. Side Cutting Pliers | f. PPE (Personal Protective Equipment) |

Information Communication & Technology (ICT)

- a. Laptop w/ Installed Photoshop & Auto Cad
  - b. Extension Wire
- Note: Specs for Laptop – Core i3/ i5/ i7 or equivalent

Food Processing

- |                    |               |           |
|--------------------|---------------|-----------|
| a. Pressure Cooker | e. Pale       | i. Spoon  |
| b. Chef's Knife    | f. Dipper     | j. Fork   |
| c. Chopping Board  | g. Plate      | k. Peeler |
| d. Basin           | h. Dish Towel | l. PPE    |

Dressmaking

- a. Dressmaking Shears
- b. Tape Measure

Beauty Care

- |                          |                |               |
|--------------------------|----------------|---------------|
| a. Facial Sponge         | e. Eyeliner    | i. Bath towel |
| b. Cake Foundation       | f. Hair spray  |               |
| c. Face Powder (Compact) | g. Hairpins    |               |
| d. Blush on              | h. Massage Oil |               |

2. For your guidance and compliance.

for:   
VIRGINIA C. ZAPANTA, Ed.D CESO V  
Schools Division Superintendent