



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

**Office of the Schools Division  
 Superintendent**

DIVISION MEMORANDUM  
 CID-2024- 135

**TO :** **COGON NATIONAL HIGH SCHOOL**  
**THROUGH: MRS. MARICEL O. BARIMBAO - HT-II/OIC**  
**MR. JUSTINO M. CANDA - PRINCIPAL**

**FROM:** **DR. WILFREDA D. BONGALOS, CESO V**  
 Schools Division Superintendent

**SUBJECT: ACKNOWLEDGEMENT AND REVIEW OF INTENT TO ESTABLISH AN  
 ASSESSMENT CENTER FOR DOMESTIC REFRIGERATION AND AIR  
 CONDITIONING (DomRAC) SERVICING NC2**

**DATEL: August 21, 2024**

1. This Office acknowledges the receipt of your letter of intent dated 19 August 2024, expressing your interest in establishing an assessment center for refrigeration and air conditioning within your institution.

2. With the Technical Education and Skills Development Authority (TESDA) Bohol as our partner, your proposal is currently considered. Your school will undergo review and evaluation process to determine its alignment with the standards set by DepEd and TESDA regulations. You will be evaluated on the following areas:

- a) Infrastructure and facilities
- b) Organizational structure
- c) Staff compliment and profile
- d) Building lay-out/floor plan/shop lay-out
- e) Self-assessment checklist (TESDA-OP-CO-03-FO2)
- f) List of complete facilities, tools, equipment, and materials appropriate to the qualification/applied for (identified in the CATs)
- g) Location map
- h) Checklist of tools, equipment, supplies and materials and facilities (TESDA-OP-CO-03-FO4)

3. Please observe the timeline given below:

ACTIVITY	DATE	PERSON(S) INVOLVE
School Preparations	August - November, 2024	School Head & School Personnel
Pre-assessment/evaluation	December 2024	Division Office, School, TESDA
Assessment/evaluation	March 2025	Division Office, School, TESDA
Post evaluation & feed backing	April 2025	TESDA, Division Office, School

4. Noting the significant impact of this endeavor, your are advised to create a Technical Working Group (TWG) headed by the school head to prepare all the necessary documents and fund sourcing. Funds can be sourced out from the school MOOE, PTA, Brigada Eskwela, canteen, external stakeholders and other school funds subject to usual accounting and auditing procedures.

5. For any query and guidance, please refer to JOSEPH C. BARRETE, project focal person. You can reach him also thru call in his mobile number 09951451397.

6. For your guidance and compliance.



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol  
 Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177  
 (038)427-6718; (038)544-2147  
 Email Address: tagbilarancity.division@deped.gov.ph