



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- 136

**TO : MANSASA NATIONAL HIGH SCHOOL
 THROUGH: MR. ALBERTO L. TIBOD JR. - PRINCIPAL**

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

**SUBJECT: ACKNOWLEDGEMENT AND REVIEW OF INTENT TO ESTABLISH AN
 ASSESSMENT CENTER FOR BEAUTY CARE NC2, DRESSMAKING NC2,
 SHEILDED METAL ARC WORK NC2**

DATEL: August 21, 2024

1. This Office acknowledges the receipt of your letter of intent dated 21 August 2024, expressing your interest in establishing an assessment center for Beauty Care NC2, Dressmaking/Tailoring NC2, and Shielded Metal Arc Work NC2 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 and the bulk of works, 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 the 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