



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
SFHS Compound, Misamis St., Bago Bantay, Quezon City



July 5, 2011

MEMORANDUM TO:

Asst. Schools Division Superintendents
Division/District Supervisors
Elementary and Secondary Schools Principals,
Heads Teachers and Teachers In-Charge

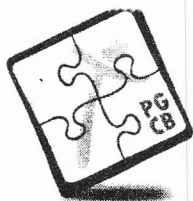
For the information and guidance of all concerned, attached is a letter from Mrs. Carmela C. Oracion, Program Director, Policy Governance & Capacity Building (PGCB) Programme for Philippine Educators and Leaders, Atenec de Manila University, Quezon City, re: conduct of a pre-qualifying exam for the master teachers, the contents of which are self-explanatory, for the information and guidance of all concerned.

Attention is invited to paragraphs no. 2 and 3 of the said letter.

Immediate and wide dissemination of this Memorandum to all concerned is desired.

CORAZON C. RUBIO, CESO VI
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Incl.: As stated



POLICY, GOVERNANCE & CAPACITY BUILDING (PGCB) PROGRAMME FOR PHILIPPINE EDUCATORS AND LEADERS

PGCB Secretariat, Ateneo Basic Education Office, G/F CMST Building, Ateneo de Manila High School, Katipunan Road, Loyola Heights, Quezon City
Telefax: 02-4265975 Trunkline: 02-4266001 local 6012 email: pgcbsecretariat@gmail.com

July 4, 2011

Dr. Corazon C. Rubio
OIC - Schools Division Superintendent
Division of Quezon City

Dear **Dr. Rubio**,

Greetings!

As we enter the next phase of the **Policy, Governance and Capacity Building for Philippine Leaders and Educators**, we will be conducting a pre-qualifying exam for the master teachers. The exams would measure their knowledge on content and pedagogy. Successful examinees will be trained under the programme.

With this, we would like to request from your good office to send a memo to the schools from your division requesting:

- (1) Each Elementary School to recommend one (1) master teacher for **each** of the following subject areas: **Math, Science and English**; and
- (2) Each high school to recommend one (1) master teacher for **each** of the following subject areas: **Math, Biology, Chemistry, Physics and English**

Kindly direct the schools to send the list stating **the school, division, subject area and name of teacher** through fax, tel. no. 4265975 or email at pgcbsecretariat@gmail.com on or before **July 12 (Tuesday)**.

The exam is tentatively slated on **July 23**. Other details will follow. We would also like to request to please fax to our office a copy of the memo you will send to the schools.

We thank you for your support and hope for your cooperation in helping us work towards the improvement of the public schools.

Sincerely,

Carmela C. Oracion
CARMELA C. ORACION
Programme Director, Philippines