



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
Quezon City, Metro Manila



August 1, 2012

MEMORANDUM TO:

Assistant Schools Division Superintendents  
Division/District Supervisors  
Secondary School Principals  
Head Teachers/Teachers In-Charge

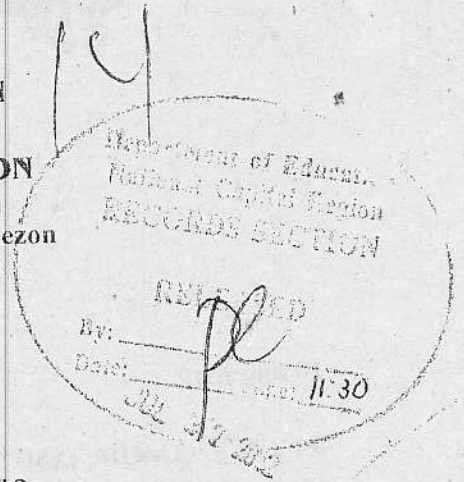
1. Attached is a Regional Letter no. 207, s. 2012 from Dr. Luz S. Almeda, CESO IV, Director IV re: **"Free Leadership and Management Training"** dated July 23, 2012 which is self – explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent

A.A. Sebastian/JR



Republika ng Pilipinas  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)



**DCS-QUEZON CITY**  
**RECEIVED**  
JUL 30 2012  
BY: \_\_\_\_\_  
**RECORDS SECTION**

July 23, 2012

To: Schools Division Superintendents

*Dear Sir/Madam:*

Attached is a letter dated July 10, 2012 of *Engr. Ines M. Basaen*, President, Gates Professional Schools, Katipunan Avenue cor. Rosa Alvero Street, Loyola Heights, Diliman, Quezon City, inviting the participation of high school students, to a **"Free Leadership and Management Training,"** the contents of which are self-explanatory, for your information and appropriate action.

Very truly yours,

  
**LUZ S. ALMEDA, CESO IV**  
Director IV

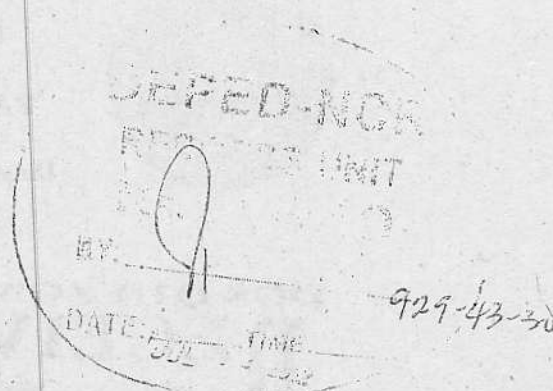
Regional Letter No. 207  
F10/F12

*"Character, Competence, Excellence and Distinction"*





GATES PROFESSIONAL SCHOOLS



10 July 2012

**DR. LUZ S. ALMEDA, CESO IV**  
Regional Director  
DepEd National Capital Region  
Misamis St., Bago Bantay  
Quezon City

Dear Dr. Almeda:

Greetings of joy!

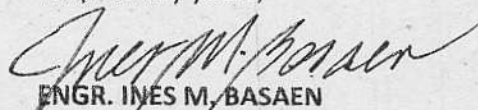
Gates Professional Schools respectfully requests your good office for your endorsement of our **FREE LEADERSHIP AND MANAGEMENT TRAINING for HIGH SCHOOL STUDENTS** every Saturday from 9:00 A.M. – 12:00 noon at Gates Professional Schools, 4<sup>th</sup> floor Kostka School, 289 Katipunan Avenue Quezon City. This course is part of our community outreach program to help develop our children and youth to become effective leaders and managers.

We can accommodate 30 students every Saturday starting July 21, 2012. With your endorsement, we intend to visit NCR secondary schools to get a list of students who will join our free trainings.

May we look forward to your approval of our request.

Thank you and God bless!

Respectfully yours,

  
**ENGR. INES M. BASAEN**  
President

Katipunan Avenue corner Rosa Alvero Street, Loyola Heights, Diliman, Quezon City, Philippines  
Tel No: (632) 4866185 • Fax No: (632) 9277631 • email address: [gps@gqep.com](mailto:gps@gqep.com)

---

*"Character, Competence, Excellence and Distinction"*



Republic of the Philippines  
Department of Education-National Capital Region  
**DIVISION OF CITY SCHOOLS**  
Quezon City, Metro Manila



August 1, 2012

**DIVISION MEMORANDUM**

No. 211 s. 2012

Assistant Schools Division Superintendent  
Division/District Supervisors and Coordinators  
Private Elementary & Secondary School Principals  
School Administrator, Directors

**ON-LINE PREPARATION AND SUBMISSION OF THE ENHANCED BASIC  
EDUCATION INFORMATION SYSTEM (E-BEIS) FOR ALL PRIVATE SCHOOLS  
SY 2012-2013**

1. Please be informed that the Private School Profile Forms may be downloaded from the division website at [www.depedgc.ph](http://www.depedgc.ph). It is requested that these forms be accomplished properly in preparation for the Division Hands-on Seminar Workshop for all private schools principals which will be scheduled soon.
2. The number of participants to the workshop is limited to two only, and strictly must be the Principal/School Head, Administrator/Directors and the school Registrar. No substitution is allowed.
3. The participants shall bring the fully accomplished hard copy of the Beginning of-School-Year Private School Profile, SY 2012-2013 and such other data sources/documents as they deem necessary. Each school must also bring its own laptop, broadband and extension cord.
4. This Office enjoins all schools to observe caution and accuracy in reporting their data, as they are held responsible and accountable for any inaccuracy or false data/information reported.
5. Registration fee of P300.00 to cover meal and snacks shall be collected from the participants before their scheduled workshop.
6. Immediate and wide dissemination of this Memorandum is desired.

**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent





Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
**QUEZON CITY**  
Nueva Ecija St., Bago Bantay, Quezon City



August 2, 2012

**MEMORANDUM TO:**

Assistant Schools Division Superintendents  
Division/District Supervisors  
Principals, Head Teachers and Officer-In-Charge  
(Elementary Schools)

**Monthly Meeting of MSEP Coordinators**

For the information and guidance of all concern, the scheduled of monthly meeting of all MSEP Coordinators (District Supervisor – Incharge of MAPEH, Principal in charges and MSEP teachers – Coordinators) are the following:

August 24, 2012	-	Diosdado Macapagal ES
September 21, 2012	-	Nagkaisang Nayon ES
October 19, 2012	-	Melencio Castelo Memorial ES
November 23, 2012	-	Sto. Cristo ES
December 21, 2012	-	Placido Del Mundo ES
January 18, 2012	-	15 <sup>th</sup> Ave. ES
February 15, 2012	-	Gen. Roxas ES

For compliance.

**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
**QUEZON CITY**  
Nueva Ecija St., Bago Bantay, Quezon City



August 2, 2012

**MEMORANDUM TO:**

Assistant Schools Division Superintendents  
Division/District Supervisors  
Principals, Head Teachers and Officers In-Charge  
(Elementary and Secondary Schools)

**R U S H**  
**FIRST PRIORITY**

**CHANGES IN THE SCHEDULE OF MILO LITTLE OLYMPICS**

Attached is Memorandum dated July 27, 2012 from Ms. Luz S. Almeda, CESO IV, Director IV, DepEd-NCR, re: **"CHANGES IN THE SCHEDULE OF MILO LITTLE OLYMPICS"**, contents of which are self – explanatory for the information and guidance of all concerned.

Immediate and wide dissemination of this Memorandum is desired.

  
**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent

cdd/supervisor



Department of Education  
National Capital Region  
RECORDS SECTION

RELEASED

By: A  
Date: 7/20/10 Time: 11:10

30 JUL 30 2012

July 27, 2012

MEMORANDUM

1. Due to numerous requests, the Opening Ceremonies of the Regional MILO Little Olympics has been moved from August 3, 2012 to August 10, 2012 at 3:00 p.m. at the Marikina Sports Park, Marikina City.
2. All games will start on August 11 and 12, 2012 and will resume on August 18 and 19, 2012.
3. For information and guidance in the field.

LUZ S. ALMEDA, CESO IV  
Director IV

*"Character, Competence, Excellence and Distinction"*

July 23, 2012

**DR. NOEMI BELLOSILLO**  
Adviser, MILO Little Olympics-NGR  
Department of Education  
Quezon City

**Dear Dr. Bellosillo:**

Confronted with so many problems in organizing the Regional MILO Little Olympics-NCR, there were arrangements made already, but still your suggestions, recommendations are of great value to it.

1. MILO is also concerned with the academic requirements of the students, so I am recommending to the National MILO Executive Board to move the date from August 3 (Opening Ceremonies) to August 10, 2012 with games to start on August 11, 12, and resume on Aug. 18 & 19, 2012. This action will also provide opportunities for the grade six and fourth year students to participate. There will be a special meeting on Wednesday, July 25, 2012 regarding this matter.
2. How I wish that a MEMO could be issued and disseminated to both public & private schools within Metro Manila to be able to participate.
3. Your "advise" to make the regional Milo games successful from the opening to