



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



August 14, 2012

MEMORANDUM TO:

Division/District Supervisors
Principals/Head Teachers In-Charge
All Concerned

For information and guidance of the field, a meeting of all Cultural Trainers, Sports Trainers and Arts Trainers will be held on 07 September 2012 at 2:00 p.m at Quezon City Science Interactive Center.

Everyone is enjoined to bring the following requirements to be submitted to **DR. CRISPIN D. DUKA**, Division Education Program Supervisor Specialist:

1. Certification from the school Principal that they are training their students in their field of especialization religiously;
2. Recommendation from the Principal that they are very good (if not excellent) trainers in their school and is recommended to receive an honoraria.
3. Annual Accomplishment Reports with pictures, signed by the school principal (if xerox- certified true copy) including performances outside the school.
4. Training Matrix (training must be done inside the school after official time)

All requirements must be submitted in a clean and presentable folder/s.

Trainers who will not report on the said meeting will be removed from the rolls of trainers in the division.

For strict compliance.

CORAZON C. RUBIO, CESO VI
Schools Division Superintendent