



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-Of, Baguio City
Tel. No.: 446-0275 Fax: (074) 442-7819



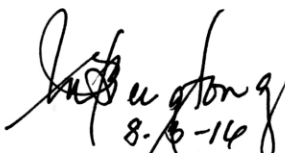
DIVISION MEMORANDUM

No. _____ S. 2016

**CRASH COURSES AND CAPABILITY BUILDING SEMINAR WORKSHOP
OFFERING TO DEPED EDUCATION ADMINISTRATORS AND TEACHERS**

To: Division CID Chief
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads

1. This is in reference to the letter addressed to the Regional Director dated July 19, 2016 given by the Cordillera Quest Center for Complementary Education and Social Work Services Inc., offering crash courses related to two TESDA programs, and a Capability Building Seminar-Workshop specially designed for educators.
2. If interested, submit on or before August 4, 2016 to the HRD section the following:
 - a. Letter of Intention (specify course / seminar-workshop)
 - b. Letter of Recommendation signed by the School Head and the PSDS
3. Kindly see attached letter for your reference.


8-6-16
for: **ATTY. AUGUSTIN P. LABAN III**
OIC - Schools Division Superintendent



19 July 2016

BEATRIZ G. TORNO, Ph. D., CESO IV
Regional Director
DEP-ED-CAR
Stockfarm, Wangal, La Trinidad, Benguet

Dear Dr. Torno:

Greetings!

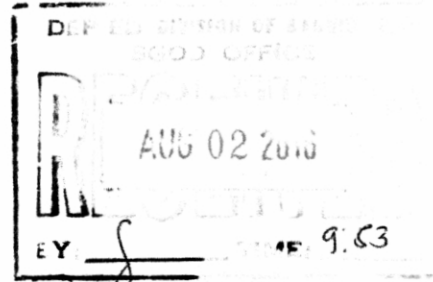
Cordillera Quest: Center for Complementary Education and Social Work Services, Inc. wishes to offer to DEPED Education Administrators and Teachers crash courses related to two TESDA programs, and a Capability Building Seminar-Workshop specially designed for educators as follows.

CRASH Courses for Immediate National Certification:

Starting Dates	Crash Course Title	Objectives	Training Cost
July 30, 2016	Bread and Pastry Production NCII	To equip trainees with knowledge and skills in preparing pastry and bakery products especially following correct procedures and techniques for specific bakery products.	Php 3,000.00 (Inclusive of Certificate and Demo Ingredients)
July 23, 2016 August 6, 2016	Food and Beverage Services NCII	To update trainees on the current issues and trends in the Tourism Industry To hone the skills of participants on providing these Core Competencies: 1) Welcoming and serving guests with wine presentation; 2) Table Setting 3) Room Service	Php. 2,000.00 (Inclusive of Certificate and Function for Actual Skill Application)

Capability Building Seminar- Workshop:

Date of Training	Crash Course Title	PARTICIPANTS	Training Cost
August 13, 2016	Home Gardening using Organic Inputs with Flower Arrangement	Maximum Number of Participants: 60	Php. 800.00 (Inclusive of Certificate, Demo Materials & Training Kit)
August 23 & 24, 2016	Financial Literacy Increasing Generations Hope Training (FLIGHT)		Php. 1,500.00 (Inclusive of Certificate and Training Kit)



Handwritten notes:
c/o
HRD Unit
Prepare a memo
to all schools
concerned
P.S. Schools