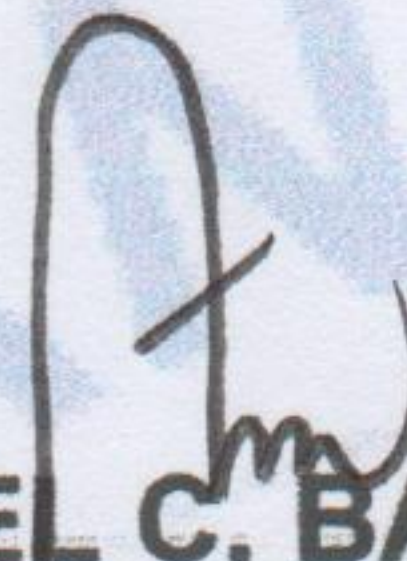


**MEMORANDUM**

TO : All Public Schools District Supervisors  
Secondary School Heads

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

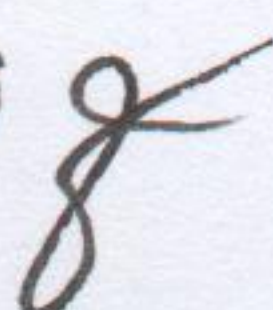
SUBJECT : **UPDATED TLE TEACHERS PROFILE**

DATE : March 7, 2016

All Secondary School Heads are requested to submit in soft copy to [burgoniam@yahoo.com](mailto:burgoniam@yahoo.com) and hard copy of the updated teachers' profile in TLE following the attached format on or before March 8, 2016, Attention: **MRS. MELANIE F. BURGONIA, EPP/TLE Supervisor.**

For information and strict compliance.

UM- 131, s. 2016

@MFB, 2016 



Sample Format

DIVISION OF ANTIPOLO CITY

School:

School Year 2015-2016

Name of Teachers(Surname, First Name, Middle Name)	School	Designation/ Position	Date of Last Appointment	Highest Educational Attainment	Grade Level Taught	Subject Taught(Track/Strand)	Qualification (Baccalaureate Degree-Major/Minor)	TESDA Certification Received	Date of Expiration	TESDA Accredited Institution	No.of Yrs. In Teaching	Contact Number	Birthday	Email address
Cruz, Juan Sy	San Isidro NHS	Teacher I	Sept.1, 2015	PhD (6 units)	Grade 10	HE/Bread and Pastry	Bachelor of Science in Industrial Education	NC II-Bread and Pastry/NC III-Tour Guiding	3/2/2016-4/5/2017	Skill Power Institute	3 yrs and 3 months	9222222222	3/7/2016	juan@gmail.com
Tan, Mary Uy	Antipolo NHS	Dept. Chair/Teacher III	Dec. 3, 2010	MA	Grade 8	AFA/Horticulture	Bachelor of Science in Education major in Agriculture	NC III-Horticulture/TM C I	2/5/2018	Gateways Institute	15 yrs.and 6 months	9333333333	4/4/1986	tan@yahoo.com
Aquino, Carlos Luna	San Jose NHS	Master Teacher I	Oct. 20, 2013	MA(30 units)	Grade 9	ICT/Animation	Bachelor of Science in Information Technology	NC II-Computer Hardware Servicing	3/17/2020	Gateways Institute	10 yrs.	9444444444	1/6/1980	aqc@yahoo.com

Prepared by:

JENENA A. CRUZ  
Dept. Chair

Checked by:

JENENA A. CRUZ B. TAN  
Principal IV