



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023-114

To : CID and SGOD Chiefs
Program Education Supervisor Concerned (MAPEH)
Public Schools District Supervisor Concerned (Secondary Schools)
School Head of Digos City National High School

Subject : INSTRUCTOR COURSE, INSTRUCTOR REFRESHER COURSE, AND
POOMSAE COURSE

Date : April 114, 2022

In line with the letter from Tem Igor B. Mella, the Chairman, Education Committee Philippine Taekwondo Foundation, this Office enjoins Mr. Jave A. Endar, Master Teacher I of Digos City National High School, to participate the Instructor Course, Instructor Refresher Course, and Poomsae Course at Davao City on April 17-21, 2023.

The policy on "No Disruption of Classes" as per order No. 9 s 2005 shall strictly be observed. School head concerned expected to make necessary arrangements ensuring that classes handled by the involved teacher will be taken cared of by other teacher.

The participation of this activity is on Official Time and no Government Funds shall be used.

Immediate dissemination of this Memorandum is desired.

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D CESO VI
OIC-Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
27-10424

DATE: APR 17 2023 TIME: 11:00 am

BY: [Signature]

Enclosed: As stated.

CID/avb

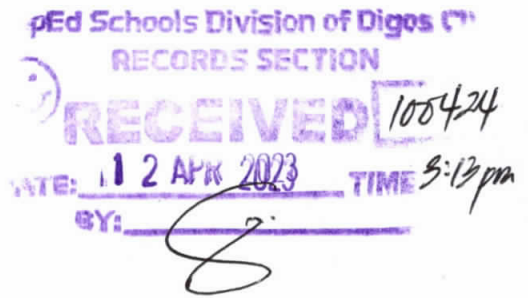


Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
REGION XI

Schools Division of Digos City
DIGOS CITY NATIONAL HIGH SCHOOL



April 12, 2023

DR. MELANIE P. ESTACIO, CESO V1
City Schools Division Superintendent
Division of Digos City

Dear Ma'am Estacio,

Greetings of Christic Peace!

I am invited for a training by Phil. Taekwondo Association for a Licensing Course scheduled on April 17-21, 2023 in Tagum City and requesting your good office for allowing me to attend the said training.

Being Taekwondo instructor and coach, I need the training for updating of skills and technique required for better coaching instruction of my students. This training will immediately be incorporated in the DAVRAA participation of Digos City Division Taekwondo Team.

Since I am officially part of the Digos City Division Training Staff from April 10-19, 2023, I will designate my assistant trainer to oversee the responsibility during my absence if I am allowed to attend such training.

Thanks and hoping for your approval.

Very respectfully yours,

JAVE A. ENDAR

Digos City Division Training Staff



Republic of the Philippines
Department of Education
REGION XI
Schools Division of Digos City
DIGOS CITY NATIONAL HIGH SCHOOL

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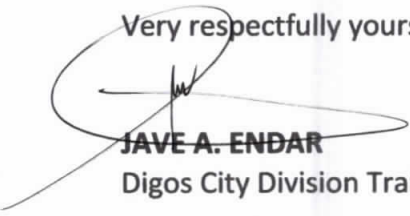
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Very respectfully yours,



JAVE A. ENDAR

Digos City Division Training Staff



PHILIPPINE TAEKWONDO ASSOCIATION

(Affiliate Member: THE WORLD TAEKWONDO FEDERATION & PHILIPPINE OLYMPIC COMMITTEE)

Rizal Memorial Sports Complex, Vito Cruz St., Metro Manila, Philippines

Tels. 5220518/5220519/5240457 Fax (632) 522-5450/844-7485

Website: www.taekwondo.com.ph / Email: philippinetaekwondo@gmail.com



31 March 2023

Dear Colleagues,

We send you warmest greetings from the Philippine Taekwondo Association (PTA). We are pleased to invite you to attend the upcoming Instructors' Course, Instructor Refresher Course, and Poomsae Course to be held April 17-21, 2023 in Davao City, with daily schedule from 8:30am to 5:00pm.

The Poomsae Course is a certification course required for all those who will attend the Instructors' Course.

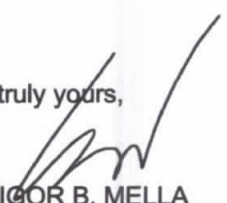
The Instructors' Course is a licensing course required for all qualified participants who intend to teach Taekwondo in the Philippines.

This year, all certified instructors who have been teaching for more than five (5) years are required to attend a refresher course.

All qualified instructors and blackbelts of the Philippine Taekwondo may participate in this activity. Please refer to the second page of this letter for the qualifications and requirements.

We look forward to your participation in this event. If you have any further inquiry, please feel free to contact me at these numbers: 0917-552-0244.

Very truly yours,


TEM IGOR B. MELLA
Chairman, Education Committee
Philippine Taekwondo Foundation



NATIONAL INSTRUCTORS' COURSE AND REFRESHER COURSE QUALIFICATIONS AND REQUIREMENTS

A. INSTRUCTOR'S COURSE

Age:	21 yrs old (provide digital copy of any proof of age)
Education:	At least 2 yrs college course or graduate of Senior High School (provide screenshot of graduation certificate or enrollment form)
Certifications:	1 st Dan Kukkiwon Certificate (provide digital copy of certificate) 2 ND Dan PTA Blackbelt Certificate (provide digital copy of certificate) Poomsae Course Certificate
Endorsements:	Regional Participants - Recommendation letter from the RMC For NCR Participants – Recommendation letter from Instructor
Seminar Fee:	P5,000

B. JUNIOR INSTRUCTOR PROGRAM

Age:	18-20 yrs old (provide digital copy of any proof of age)
Education:	At least 2 yrs college course or graduate of Senior High School (provide screenshot of graduation certificate or enrollment form)
Certifications:	1 st Dan Kukkiwon Certificate (provide digital copy of certificate) 1 st Dan PTA Blackbelt Certificate (provide digital copy of certificate) Poomsae Course Certificate
Endorsements:	Regional Participants - Recommendation letter from the RMC For NCR Participants – Recommendation letter from Instructor
Seminar Fee:	P5,000

C. INSTRUCTOR'S REFRESHER COURSE

Certifications:	PTA Instructor's Certificate or PTA Instructor's ID
Seminar Fee:	P2,500

D. REGISTRATION:

All participants must register using the registration link below.

Registration Link: <https://forms.gle/UmhV393C6g7ivquy5>

New applicants are required to fill out the link for submission of documents below

Instructors' Course Requirements Link: <https://forms.gle/f9u8QNdeA26A5yv8A>

E. PAYMENT PROCEDURE

- All RMC chairmen or RMC representative shall collect the registration fees for their participants and shall be forwarded to the host representative.
- You may also do onsite payment.