Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID-2025-594

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

Attention: Keith Wesley Villegas
Teacher-I
Digos City National High School

Subject : MINDANAO ISLAND GROUP NATIONAL INSTRUCTOR'S SEMINAR AND REFRESHER COURSE

Date : November 20, 2025

In reference to the letter from Tem Igor B. Mella, Chairman, Education Committee from Philippine Taekwondo Association, re: **Mindanao Island Group National Instructor's Seminar and Refresher Course,** this Office enjoins the participation of Keith Wesley Villegas, Teacher I of Digos City National High School to participate in the said activity on November 24-28, 2025 at tagum City.

The teacher-participant shall adhere to the policy on "No Disruption of Classes" as per DepEd Order No. 9, s. 2005 entitled "Institutionalizing Measures to Increase Engaged Time-on-task and Ensuring Compliance Therewith". School head involved is expected to make necessary arrangement ensuring that classes handled by Mr. Villegas will be taken care of by other teacher.

Travel of the participant is on Official Time and No Government Funds shall be used for this purpose.

For dissemination and compliance.

For and In the Absence of Schools Division Superintendent

BEVERLY S. DAUGDAUG, EdD
CID-Chief
Officer In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION
RECEIVED
DATE: NOV 20 2025 TIME: 3:54 pm
BY:

Enclosed: As stated.

CID/ avb

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

PHILIPPINE TAEKWONDO ASSOCIATION
(Affiliate Member: WORLD TAEKWONDO FEDERATION & PHILIPPINE OLYMPIC COMMITTEE)
Rizal Memorial Sports Complex, Pablo Ocampo Sr. St., Malate, Manila, Philippines
Tels. (632)5220518/5220519/5240457 Fax (632)5225450/8447485
Email:philtkd@gmail.com / philippinetaekwondo@gmail.com

November 18, 2025

To: Mindanao RMC Chairpersons, PTA Instructors, and Qualified Participants

Subject: Mindanao Island Group National Instructor's Seminar and Refresher Course

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Dear Colleagues,

I hope this message finds you well. We are excited to invite you and your qualified members to the upcoming **National Instructor's Seminar and Instructor's Refresher Course** taking place from **November 24-28, 2025** in **Tagum City**. The activities will run daily from **9:00 AM to 5:00 PM**.

Eligibility Requirements:

National Instructor's Seminar and National Referee Seminar (November 24-28, 2025)

- **Age:** 21 years old (provide digital proof of age)
- **Education:** At least 2 years of college or Senior High School graduate (provide a screenshot of your graduation certificate or enrollment form)
- **Certifications:**
  - 1st Dan Kukkiwon Certificate (digital copy required)
  - 2nd Dan PTA Blackbelt Certificate (digital copy required)
- **Prerequisite:** Must have attended an official Poomsae Course in the past year
- **Endorsements:**
  - Regional Participants: Recommendation letter from RMC
  - NCR Participants: Recommendation letter from your Instructor
- **Seminar Fee:** P6,000

National Instructor's Refresher Course (November 24-26, 2025)

- **Certifications:** PTA Instructor's Certificate or PTA Instructor's ID
- **Course Fee:** P3,000

Registration Link for Instructor's Seminar and Refresher Course: https://forms.gle/rYD4Zh5Rtm9iRngL6

Registration will be open until **November 23, 2025 (Sunday)**.

If you have any questions, please contact me at **mellaigor@gmail.com** or via Viber at 0917-552-0244.
Thank you for your attention. We look forward to your participation!

Best regards,

Tem Igor B. Mella
Chairman, Education Committee