



Republic of the Philippines  
Department of Education  
National Capital Region  
**SCHOOLS DIVISION OFFICE**  
City of Mandaluyong

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Date : August 26, 2015  
Memorandum To : Chief Education Supervisor (SGOD & CID)  
Principal, Nueve de Febrero Elementary School

**RUSH**

Subject : **COMPLETION OF REQUIREMENTS FOR VISA ISSUANCE  
2015 KOREA-PHILIPPINES TEACHER EXCHANGE PROGRAM BATCH 2**


Attached is Unnumbered Regional Memorandum dated August 20, 2015 re: "Completion of Requirements for Visa Issuance 2015 Korea-Philippines Teacher Exchange Program Batch 2", which is self-explanatory and for information of all concerned.

In order to meet the deadlines set by the Korean Embassy for travel visa issuance, **Ms. Ma. Theresa Valencia** of **Nueve de Febrero Elementary School** is advised to process *immediately* the following documents and submit to Ms. Leah N. Bautista, Curriculum and Learning Management Division, DepEd-NCR, on or before **August 27, 2015**:

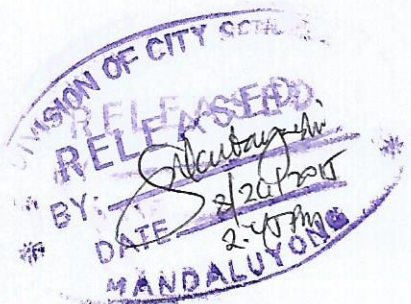
- a. Visa Application Form
- b. 1 pc. Passport-size colored picture
- c. Original Passport (6 months valid)
- d. Copy of Passport (First page, Bio-data page)
- e. Original Certificate of Employment (must include position, date hired, compensation, office address, HRD landline, HRD e-mail address)
- f. Original Bank Certificate (must indicate account type, current balance, account opening date and ADB)
- g. Bank Statement
- h. Income Tax Return or Form 2316 Copy
- i. Copy of the PRC Card

Ms. Valencia is also advised to coordinate with Ms. Menchie DC. Kubayashi, Administrative Officer IV (Personnel) for the required Certificate of Employment and Income Tax Return or Form 2316.

Immediate dissemination of this **Memorandum** is desired.

  
NERISSA L. LOSARIA, CESO VI  
Officer-in-Charge

Office of the Schools Division Superintendent






**Republika ng Pilipinas**  
*(Republic of the Philippines)*  
**KAGAWARAN NG EDUKASYON**  
*(DEPARTMENT OF EDUCATION)*  
**PAMBANSANG PUNONG KEHIYON**  
*(NATIONAL CAPITAL REGION)*  
 Daang Misamis, Bago Bantay, Lungsod Quezon  
*(Misamis St., Bago Bantay, Quezon City)*

Department of Education  
 National Capital Region  
 RECORDS AND PUBLICATION UNIT.

**RELEASED**


MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM :   
 PONCIANO A. MENGUITO  
 Director III  
 Officer-in-Charge

SUBJECT : COMPLETION OF REQUIREMENTS FOR VISA ISSUANCE  
 2015 KOREA-PHILIPPINES TEACHER EXCHANGE PROGRAM  
 BATCH 2

DATE: August 20, 2015

By:   
 Date: AUG 26 2015 Time: 11

1. In order to meet the deadlines set by the Korean Embassy for travel visa issuance, the Official Participants of the 2015 Korea Philippines Batch 2 are advised to process *immediately* the following documents, and submit to *Ms. Leah N. Bautista*, Curriculum and Learning Management Division, DepEd-NCR, on/or before August 27, 2015:
  - a. Visa Application Form
  - b. 1 pc passport-size colored picture
  - c. Original Passport (6 months valid)
  - d. Copy of Passport (First page, Bio-data page)
  - e. Original Certificate of Employment (must include position, date hired, compensation, office address, HRD landline, HRD e-mail address)
  - f. Original Bank Certificate (must indicate account type, current balance, account opening date and ADB)
  - g. Bank Statement
  - h. Income Tax Return or Form 2316 Copy
  - i. Copy of the PRC Card
2. Punctuality in submitting all the above documents shall be observed. Whoever could not comply with the deadline shall have to apply on his/her own.
3. Wide and immediate dissemination of this Memorandum is desired.

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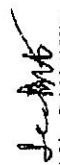
<b>DIVISION OF CITY SCHOOLS</b>	
<b>RECEIVED</b>	
By: _____	<i>Menguito</i>
Date: _____	<b>26 AUG 2015</b>
Time: _____	<i>1:20 pm</i>
<b>MANDALUYONG</b>	

Department of Education  
National Capital Region  
Bago Bantay, Quezon City

2015 KOREA-PHILIPPINES TEACHER EXCHANGE PROGRAM [Batch 2]

No.	Name	School	Division	Level	Passport Details	School Placement in Korea	Subject-Level Preference
1	Julyn A. Guba	Longos Elem. School	Marikina	ELEM-T2	EB8267534 MAY 30, 2018	Daegu/Daegu-bibong ES	Primary-English
2	Mia. Theresa Valencia	Mueve de Febrero Es	Mandaluyong	ELEM-T2	EB2390124 MAY 09, 2016	Daegu/Daegu-bibong ES	Primary-English
3	Mary Joyce N. Alfon	Plaridel Elem. School	Manila	ELEM-MT	EB2130727 MAR 21, 2016	Gyeongsangnam-do/Gyobang ES	Primary-English
4	Gina R. Senora	Parada Elem. School	Valenzuela	ELEM-MT	EC3634092 MAR 10, 2020	Gyeongsangnam-do/Gyobang ES	Primary-English
5	Ophelia M. Baguio	Palanan Elem. School	Makati	ELEM-MT	EC2708943 NOV 12, 2019	Gyeonggi-do/Kyeon An ES	Primary-Science
6	Jean C. Laureta	Daang Hari ES	Navotas	ELEM-MT	EB7288424 FEB 03, 2018	Gyeonggi-do/Kyeon An ES	Primary-Science
7	Zyrril C. Arlando	Bagong Silang HS	Caloocan	SEC-T2	EB7302933 FEB 4, 2018	Jeollabuk-do/Onbit Middle S	Secondary Math/Sci/Tech
8	Katrina C. Calderon	Las Pinas National HS	Las Pinas	SEC-T2	EC3659058 MAR 12, 2020	Jeollabuk-do/Onbit Middle S	Secondary Math/Sci/Tech
9	Arlene M. Brizo	Balingasa Elem. School	Quezon City	ELEM-MT	EB9613140 NOV. 17, 2018	Jeollanam-do/Dowon ES	Primary-MAPEH
10	Alicia D. Jubilo	San Miguel Elem. School	Pasig	ELEM-MT	EB6472958 OCT. 2, 2017	Jeollanam-do/Dowon ES	Primary-MAPEH

Prepared by

  
LEAH N. BAUTISTA  
Coordinator

APPROVED

  
LUZ S. ALMEDA  
Director IV