



Republic of the Philippines Department of Education Negros Island Region

SCHOOLS DIVISION OFFICE of KABANKALAN CITY

City of Kabankalan

Tel. No. (034) 471-2003 Fax No. (034) 471-2003

E-mail: kabankalan.city001@deped.gov.ph

DIVISION MEMORANDUM No. 43, s. 2016

TO:

Chiefs, CID and SGOD

Public School District Supervisors

Elementary & Secondary School Heads

FROM:

ANTHONY H)LIOBET, CESO VI

Assistant Schools Division Superintendent

Officer-in-charge

Office of the Schools Division Superintendent

DATE:

April 6, 2016

SUBJECT:

SUBMISSION OF REQUIRED DOCUMENTS FOR HRD UNIT

- 1. The School Governance & Operations Division through the Human Resource Development Unit of SDO-Kabankalan City is currently updating its records as to the:
 - a. status of teachers advance studies
 - b. seminars and trainings conducted (school level) SY 2015 2016
 - c. seminars and trainings attended (school heads & teachers) 2013 to present
 - d. plan for the conduct of School Based Summer Institute
- 2. Attached to this Memorandum are Templates for the required reports.
- 3. Please email your accomplished report using Microsoft Excel to eulyne.lucerna@deped.gov.ph and submit a hard copy of the same to the Human Resource Development Unit, SGOD on or before May 15, 2016.
- 4. For immediate dissemination and compliance of all concerned.



SCHOOL:

Republic of the Philippines Department of Education Negros Island Region SCHOOLS DIVISION OFFICE OF KABANKALAN CITY



District:

City of Kabankalan

STATUS	OF TEACHERS ADVANCE STUDIES	

	T		SPONSORING		STATUS (ON GOING /		
NAME	POSITION	COURSE	AGENCY	UNITS EARNED	STATUS (ON-GOING / CAR / COMPLETED)		
			AGENCI		CAR / COM LLILD/		
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
,							
** NOTE **							
SPONSORING AGENCY			Prepared & submit	tted by:			
1. City Scholar			•	-			
2. Project Free					_		
3. Congressional Scholar		School Head					

SGOD-HRD Unit Template

4. Others (pls. specify)



Republic of the Philippines Department of Education Negros Island Region

SCHOOLS DIVISION OFFICE OF KABANKALAN CITY City of Kabankalan



SEMINARS AND TRAININGS CONDUCTED SCHOOL LEVEL SY 2015 - 2016 District: SCHOOL:

DI ACE OF TRAINING											
CONDICTED BV	כסוקסטורים										
NO OF HOURS	NO. OF HOORS										
INCLUSIVE DATES	ΤO										
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NOTE PLEASE ATTACH TRAINING MATRIX

Prepared & submitted by:

School Head

SGOD-HRD Unit Template



SCHOOLS DIVISION OFFICE OF KABANKALAN CITY Republic of the Philippines Department of Education Negros Island Region



City of Kabankalan

SEMINARS AND TRAININGS ATTENDED BY SCHOOL HEADS & TEACHERS FROM 2013 TO PRESENT

SCHOOL:

District:

PLACE OF TRAINING CONDUCTED BY LEVEL NO. OF HOURS O L INCLUSIVE DATES FROM TITLE OF TRAINING/SEMINAR NAME

Prepared & submitted by:

School Head

SGOD-HRD Unit Template