



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.

