	QUALITY SYSTEM FORM	Document No. DSCM-SGOD-QSF-002	
		Revision No. 00	Received Date 28 May 2018
		DCN No.: DC-18-367	
MEMORANDUM			

Division Memorandum No. 97 , s. 2018



TO : ALL SDO UNIT HEADS

FROM : CATALINA P. PAEZ, PhD, CESO VI
Office of the Schools Division Superintendent

DATE : AUGUST 1, 2018

SUBJECT: SUBMISSION OF HUMAN RESOURCE AND DEVELOPMENT (HRD) PROGRAM, ACTIVITY AND PROJECT PROPOSALS

1. In accordance with the DepEd Order No. 021, s. 2018, all Schools Division Office (SDO) Personnel with HRD PPAs are advised to submit training and budget proposal on or before August 10, 2018 at the School Governance and Operations Division (SGOD) Office until 5:00 PM.
2. Three (3) days after the implementation of the PPAs, all concerned personnel are required to submit Activity Completion Report (ACR) to the Office of the SGOD Chief.
3. Enclosure is the Activity Completion Report Checklist.
4. For your information and strict compliance.

	Republic of the Philippines DEPARTMENT OF EDUCATION Region III DIVISION OF CITY SCHOOLS Science City of Munoz Fax No. (044) 456-5103 Tel No. (044) 806 -2192	
SCHOOL GOVERNANCE AND OPERATIONS DIVISION		
SEMINAR/TRAINING REPORT (To be submitted after the activity)		
<input type="checkbox"/>	1. Agenda of Meeting re: Planning of Seminar/Training	
<input type="checkbox"/>	2. Attendance during Meeting	
<input type="checkbox"/>	3. Approved Proposal	
<input type="checkbox"/>	4. Narrative Report	
<input type="checkbox"/>	5. Program/Matrix	
<input type="checkbox"/>	6. Attendance of Participants	
<input type="checkbox"/>	7. Pictures with label/caption	
<input type="checkbox"/>	8. Division Memorandum	
<input type="checkbox"/>	9. References (Memorandum, Orders, Advisories, others)	
<input type="checkbox"/>	10. Quality Assurance and Monitoring and Evaluation (QAME) Results	
Evaluated by: Name and Signature: _____ Designation: _____ Date: _____		
(Note: Please use US Letter 8.5" x 13" bond paper)		