



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
**SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ**

January 20, 2021

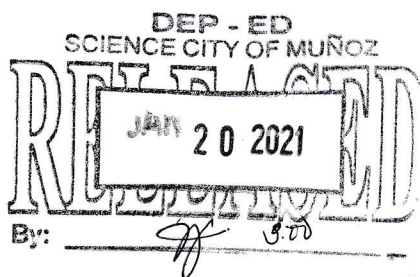
**DIVISION MEMORANDUM**


No. 24, s. 2021

**CONDUCT OF TRAINING NEEDS ASSESSMENT**

To: All SDO Unit Heads

1. The Division of Science City of Muñoz through the School Governance and Operations Division (SGOD) shall conduct training needs assessment to all Schools Division Office (SDO) Personnel to prioritize trainings for the Calendar Year 2021.
2. The link (<https://forms.gle/jJ8gi4FNraBUssby9>) can be accessed through the Division Workplace/Facebook and to be accomplished by SDO Personnel not later than January 22, 2021.
3. Unit Heads shall ensure that all personnel by unit are represented in accomplishing the training needs assessment.
4. For queries, please feel free to contact LEOVAL DG. DELA CRUZ through [leoval.delacruz@deped.gov.ph](mailto:leoval.delacruz@deped.gov.ph) or at cellphone number 09260720265.
5. Immediate and wide dissemination of this Memorandum is highly desired.



  
**DANTE G. PARUNGAO, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

seps/sgod2021



*Loyal, Excellent, Accountable and Dedicated to Service*

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