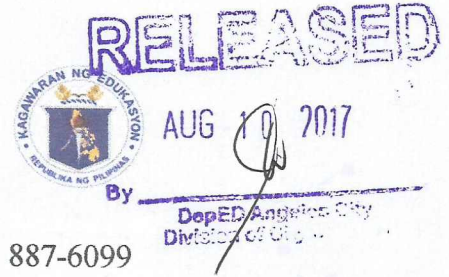




Department of Education
Region III
Division of City Schools
Angeles City

Jesus Street, Pulungbulu, Angeles City

Tel. No. (045) 322-5722; 888-0582/Fax Nos. (045) 322-4702; 887-6099



August 10, 2017

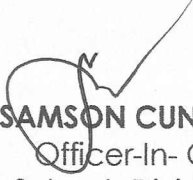
DIVISION MEMORANDUM

No. *279* s.2017

To: All Public Elementary, Secondary and Senior High School Heads

INVENTORY OF SCHOOL HEADS' TRAININGS

1. Pursuant to **DepEd Memorandum No.28 s. 2017** entitled Guidelines on the Utilization and Allocation of the Human Resource Training and Development Funds, all school heads are requested to submit report on trainings attended for the last 3 years on or before August 16, 2017 via email at **SGOD.DEPEDAC@gmail.com.ph**.
2. The objective of this report is to systematically determine the training and development needs of school heads in order to support improved practice as effective school leaders.
3. Attached is the template of the report.
4. Immediate dissemination of and compliance with this Memorandum is earnestly desired.


LEILANI SAMSON CUNANAN, CESO VI
Officer-In-Charge

Office of the Schools Division Superintendent

hrd/agg/8/10/2017

NAME OF SCHOOL HEAD: _____

Number of Years assigned as School Head: _____

TRAINING ATTENDED OVER THE LAST THREE YEARS

Please check training focus and management level for all training attended over the last three years.

Training Focus	Title of Training attended over last 3 years (✓)	Date	Venue	Management Level of Training				
				Central	Region	Division	Cluster	School
Curriculum								
Resource Materials Development								
Planning								
Management								
Policy Development								
Research								
Other, please specify								

Identify which of the following areas you consider to be your area(s) of expertise:

- School Based Management
- Quality Assurance
- Access Education
- Education Planning
- Learning Resource Materials Development
- Delivery of Training
- Monitoring and Evaluation
- Subject Specialization: _____)
- Policy Development
- ICT
- Other, please specify _____

Certified Trainers by:

- NEAP Central
- NEAP-Region
- TEI – Teacher Education Institution
- SEAMEO-INNOTECH
- Foreign Assisted Projects (FAP)
- Other, please specify _____