



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

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RELEASED

September 15, 2017

SEP 19 2017

DIVISION MEMORANDUM

No. *344* s.2017

By DepED Angeles City
Division of City Schools

To: Heads of Public Elementary and Secondary Schools
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists/ Education Program Specialists II
Unit Heads
Division Personnel


TIMELINE ON THE CONDUCT OF DIVISION SEMINAR / TRAINING

1. For the efficiency and effectiveness on the delivery of the trainings/seminars, the timeline should be strictly observed;

TIME LINE	ACTIVITIES	PERSONS INVOLVED
Three weeks or earlier before the scheduled date of the seminar/ training	Submission of approved Project proposal to SGOD, SEPS –HRD	Proponent SEPS- HRD
Two weeks before the scheduled date of the seminar/ training	For seminars/trainings more than P50,000.00, coordination with the BAC Secretariat for Philgeps posting	Proponent BAC secretariat
Two weeks before the scheduled date of the seminar/training	Online pre-registration of participants at http://www.depedangelescity.com/register/register.php	Schools Proponent EPS II - HRD
One week before the scheduled date of the seminar/ training	Preparation of attendance sheet, registration forms Encoding / Printing of certificates	SGOD-SEPS, EPS II Proponent Chief SGOD, CID SDS

One week before the scheduled date of the seminar/ training	Preparation / dissemination of memo	Proponent Chief, SGOD SDS
One week after the seminar /training	Submission of documents and other attachments for reimbursement / liquidation <ul style="list-style-type: none"> - Approved project proposal - Memo - Pictures - Attendance - Receipts for purchased materials - Canvass, Abstract, Purchase Request, Purchase Order, Notice of Award 	Proponent Supply Officer

2. Immediate dissemination and compliance with this Memorandum is earnestly desired.


LEILANI SAMSON CUNANAN, CESO VI
 Officer-In- Charge
 Office of the Schools Division Superintendent

hrd/agg/9/15/2017