
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM		Name of Office: SDO, Angeles City

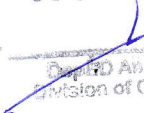
July 15, 2019

DIVISION MEMORANDUM

No. 216 S. 2019

POLICY GUIDELINES ON THE CONDUCT OF DIVISION LEARNING AND DEVELOPMENT ACTIVITIES


To: Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division
 Chief, School Governance Operations Division
 All Heads of Public Elementary and Secondary Schools

RELEASED
 JUL 15 2019
 By 
 Division of Angeles City
 Division of City Schools

1. For the implementation and management of an efficient and effective training and development system towards improved professional competencies and organizational performance in the delivery of basic education, the Division of Angeles City thru Human Resource Development Unit of School Governance Operations Division announces the following policy guidelines in the conduct of division learning and development activities to all concerned personnel;

- 1.1 Participants to division learning and development activities should pre-register online, as part of the Training and Development Information System.
- 1.2 For the purpose of authenticity of the certificates and tracking the number of the participants to division trainings and seminars, a Reference Number is indicated in all certificates of participation.
- 1.3 Submit approved project proposals and training matrix to the HRD unit and purchase request to supply office at least two weeks before the activity.
- 1.4 Preparatory Meeting of the Technical Working Committee should be conducted, and minutes of the meeting should be submitted to the HRD unit.
- 1.5 Results of the Training Needs Assessment should be stated in the rationale of the proposal.
- 1.6 Submit attendance sheet, pictures and activity report (ISO HRD Quality Form) to the HRD unit right after the activity.

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

LEILANI SAMSON CUNANAN, CESO V
 Schools Division Superintendent 

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"SMILES BRIGHT, SERVES RIGHT"