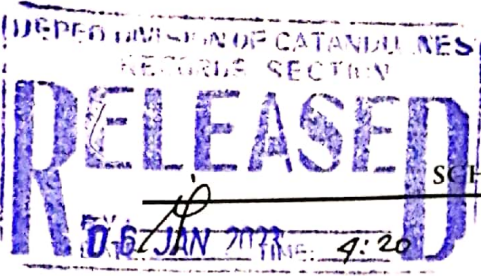




Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES



January 06, 2023

DIVISION MEMORANDUM
 No. 010 s. 2023

**REQUEST DATA ON THE NUMBER OF SCHOOL PERSONNEL
 TRAINED FOR THE CALENDAR YEAR 2022**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public School District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

1. In preparation for the annual processing of Performance Based-Bonus (PBB) and of the Division Annual Accomplishment Report (Division AAR) for the Calendar Year 2022, this Office, through the SGOD-Human Resource Development Unit, requests data on the *number of trained school personnel*, which includes teaching, teaching-related, non-teaching personnel.

2. All Elementary and Secondary Schools are hereby instructed to accomplish the Google Sheet titled **CY 2022 Number of Trained School Personnel** which can be accessed through this link, <https://bit.ly/CY2022-NumTrainedSchPersonnel> on or before **January 13, 2023**.

3. Please be guided by the table below in categorizing school personnel:

Teaching	Teaching-Related	Non-Teaching
Teacher I-III	Principals	Administrative Aides
Master Teacher I-IV	Assistant Principals	Administrative Assistants
Special Education Teacher	Head Teachers	Administrative Officers
All other teaching positions	Department Heads	Bookkeepers
	Guidance Counselors	Nurses and others

4. Each district has its own tab in Google Sheets. Please accomplish only the designated row and tab of your school/district.



San Roque, Virac, Catanduanes
 (052) 811-40-63
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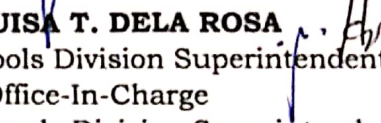
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5. Additionally, the template is requesting data on Learning Action Cells and In-Service training conducted for CY 2022. Please upload a scanned copy of the Approved Activity Proposal, Training Matrix, List of Participants, Program Completion Report, and Photos of INSET conducted as means of verification.
6. For questions and clarifications, please contact Elizabeth S. Urbano at email elizabeth.urbano@deped.gov.ph or hrd.ctd@deped.gov.ph.
7. For information, dissemination, and compliance.


MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
Office-In-Charge
Office of the Schools Division Superintendent



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