



Republic of the Philippines
Department of Education
Region V (Bicol)

DIVISION OF CAYANDUANES
Virac, Catanduanes

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DEC 02 2016
4:45 P.M.
Initial/Signature: *[Signature]*

OFFICE MEMORANDUM
No. 154, s. 2016

To : Education Program Supervisors
Public Schools District Supervisors
Section/ Unit Chiefs
Other concerned

From : *[Signature]* **SOCORRO V. DELA ROSA, CESO VI**
Schools Division Superintendent

Subject : **SUBMISSION OF ACCOMPLISHMENT REPORT**

Date : November 29, 2016

Per DepEd Order No. 32 s. 2011, states that the Division Office shall prepare reports on Training & Development and activities conducted in our division. The Human Resource Unit will consolidate such reports and submit those to the Regional Office, which shall in turn consolidate reports for submission to Central Office.

Cognizant to this, Education Supervisors, PSDSs, Section/Unit Chiefs who conducted trainings, seminars, workshops and conferences in the division from January 2016 to December 2016 is required to submit the completion report **NOT later than December 15, 2016**, to the Office of the SDS following the format of a Training Completion Report below:

- Title of the Activity
- Date of Training
- Venue
- Participants
Target _____ Actual _____
- Executive Summary
- Annexes
 - ✓ Training Design
 - ✓ Evaluation Form and Analysis of Results
 - ✓ List of Issues and concerns and action Taken/ Recommendation
 - ✓ Outputs
 - ✓ Attendance Sheet
 - ✓ Profile of Trainers/ Resource Speakers
 - ✓ Photo documents properly labelled
 - ✓ Financial Report

For your information, guidance and compliance.