



RELEASED

Office, Division of Catanduanes
 REWARDS SECTION
 Date: DEC 02 2016
 Time: 4:45 PM.
 Initials/Signature: J

OFFICE MEMORANDUM
 No. 155, 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 CALENDAR OF ACTIVITES/TRAINING PLAN FOR CY 2017**

Date : November 29, 2016

You are hereby advise to prepare your **TRAINING PLAN** in your respective area/ special program/ assignment for CY 2017 and submit it directly to the HRD Unit for consolidation not later than December 9, 2016 following the format below:

Tentative Date/Month	Activity	Project Title	Target Participants	Source of Fund	Proposed Budget	TA Needs/s

For your information and compliance.