



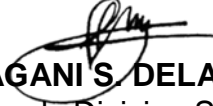
Republic of the Philippines  
Department of Education  
Region XII  
Division of Sarangani  
Alabel



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**Division Memorandum**  
**No. 437, s. 2014**

To : Teacher Leaders /School Heads / School Principals  
Elementary Schools / Integrated Schools/ Secondary Schools  
This Division

From :  **ISAGANI S. DELA CRUZ, CESO V**  
Schools Division Superintendent

Subject : **2014 TRAININGS/ SEMINARS UPDATES**

Date : December 2, 2014

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1. In line with the services rendered to all DepEd employees, the Office of School Governance and Operation Division through its component office **Human Resource – Training & Development** will update the list of trainings/seminars attended by your teachers and non-teaching personnel this year 2014.
2. Below is the template to be filled in.

School \_\_\_\_\_ Name of SH \_\_\_\_\_  
District \_\_\_\_\_

Name of Teachers	Trainings/Seminars Attended	Inclusive Dates of Attendance		No. of Hours	Conducted/ Sponsored by
		From	To		

3. Accomplished form will be submitted to the HR/TD office on or before December 23, 2014 in soft (CD) and in hard copy.
4. Immediate and wide dissemination of this memorandum to all concerned is desired.