



August 24, 2015

DIVISION MEMORANDUM

No. **528**, s. 2015

**SUBMISSION OF ACCOMPLISHMENT REPORT OF ALL SEMINARS/
TRAININGS CONDUCTED BY THIS OFFICE
TO THE HR SECTION**

To : Assistant Superintendent
Division Supervisors / Coordinators

1. In line with the updating of all records and in support to the Office Performance Evaluation, you are hereby directed to submit accomplishment reports of all seminars/trainings conducted by this Office to the **Human Resource Section**, attention Dr. Margarita A. Nierra. The said report shall be contained in a folder with the following documents:

- a. Memorandum ;
- b. Training Matrix ;
- c. Attendance of Participants and Trainers ;
- d. Evaluation Sheet (3 samples only) ;
- e. Pictorials ; and
- f. Other relevant documents.

2. Considering the importance of this report, this Office directs all concerned personnel to be accountable thereof and shall exercise due diligence in compliance therewith.

3. The submission of the said reports shall not be later than 5 working days reckoned from the date the seminar/training is conducted.

4. Immediate dissemination of and strict compliance with this Memorandum is directed.

ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent