



Republic of the Philippines
 Department of Education
 Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
 IPHO BUILDING Sudlon , Lahug , Cebu City



June 11, 2018

DIVISION MEMORANDUM

No. 371, s. 2018

**SUBMISSION OF SCHOLARSHIP/SPECIAL TRAININGS ATTENDED
 OF TEACHING AND NON-TEACHING PERSONNEL
 OF DEPED CEBU PROVINCE**

**TO : Assistant Schools Division Superintendent
 Division Supervisors / Coordinators
 District Supervisors/OICs/ Caretakers
 Elementary/Secondary School Heads
 Elementary/Secondary Teachers**

1. In line with the updating of all records and in support to the Office Performance Evaluation, this Office is requesting all Public Schools District Supervisors in Cebu Province Division to submit the list of scholarship/special training attended by their Teaching and Non-teaching Personnel.

2. In view of the above, Public Schools District Supervisors concerned are required to submit a soft copy of the said list on or before June 20, 2018 following the sample template below, using the MS Excel Format through this email address, jhergy05@yahoo.com (Attention : Dr. Margarita A. Nierra).

District : Consolacion							
Level : Elementary							
Scholarship Name	Attended Person	Position	Sponsored Agency	Exclusive dates	Duration	Level	School Assignment
Certificate Course in Competency-Based HR of the Professional Development Programs	Jose Garry Napoles	SEPS	BEST and Ateneo Center for Organization Research and Development (Ateneo-CORD)	April 2 - 30, 2017	1 month	National	Tayud NHS

1. Immediate dissemination of, and compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
 Schools Division Superintendent

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