



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-Off, Baguio City  
Tel. No.: 446-0275 Fax: (074) 442-7819

DepEd DIVISION OF BAGUIO CITY

OCT 14 2016



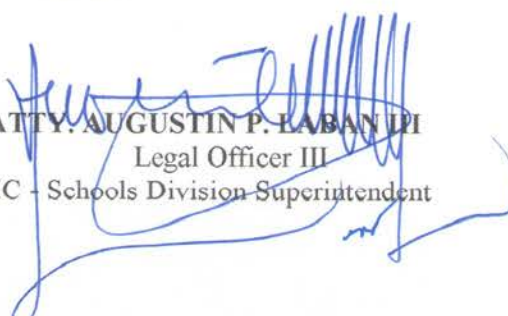
**DIVISION MEMORANDUM**

No. 333, S. 2016

**TEACHERS TRAININGS SURVEY**

To: Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads (JHS & SHS)  
To All Others Concerned

1. Section 3.2.11 of the Implementing Rules and Regulations (IRR) of the Governance of Basic Education Act of 2001 or the Republic Act 9155 states that: Consistent with the national educational policies, plans and standards, the Regional Director shall have authority, accountability and responsibility in planning and managing effective and efficient use of all personnel, physical and fiscal resources of the regional office, development and establishments of procedures in monitoring and supervision of divisions/ schools physical and fiscal resources, including professional staff development of the region.
2. Human Resource Development Section of the Division of Baguio City with the full support of the Human Resource Development Division of the DepEd Regional Office are continuously undertaking activities for the professional development of the Division's human resource, where Training development Information System and the Individual Performance Development Plan are the basis for identifying competency gaps that needs to be addressed through trainings, seminars, scholarships, coaching and mentoring.
3. The HRD Section of the Division is using both TDIS and IPDP and are both constructed for Department use of both teaching and non-teaching personnel. Both forms are relevant tools in organizing training needs of teachers, but a continuous monitoring and evaluation of trained and untrained teachers is necessary.
4. In light of the foregoing statements, the Division Office through the HRD section issues the following localized training survey forms attached (enclosure 1 and 2) to have a complete data on general and specific professional development needs of teachers and identify teachers who are in need of trainings.
5. Kindly accomplish the enclosed forms for year 2015 (January to December) and Year 2016 (January to Present). Submit a hardcopy to the HRD Section and send a copy to [xylene.kinomis@deped.gov.ph](mailto:xylene.kinomis@deped.gov.ph) on or before October 21, 2016.
6. Immediate dissemination of this memorandum is desired.

  
ATTY. AUGUSTIN P. LABAN III  
Legal Officer III  
OIC - Schools Division Superintendent

Enclosure 1:

Name of School: \_\_\_\_\_

Name of Teachers	Position/ Designation	Title of Trainings Attended (for the month of January, 2015)	Inclusive Dates of trainings	Level of Trainings Attended (Put a check mark)						Training Sponsors or organizers	Scholarship/s attended through DepEd Initiatives
				School Level	District level	Division Level	Regional Level	National Level	International Level		
Mr. X	Teacher III	Write the title of training here	10-12			/				DepEd Division of Baguio City in coordination with DENR	No scholarship
		Write the title of training here	25-29					/		DepEd Central Office	No scholarship
Mr. Y	MT II	Write the title of training here	3-6				/			DepEd Regional Office	No scholarship
Mr. Z	Teacher II	No trainings attended									No scholarship
Name of Teachers	Position/ Designation	Title of Trainings Attended (for the month of February, 2015)	Inclusive Dates of trainings	Level of Trainings Attended (Put a check mark)						Training Sponsors or organizers	Scholarship/s attended through DepEd Initiatives
				School Level	District level	Division Level	Regional Level	National Level	International Level		
Mr. X	Teacher III	Write the title of training here	1-5			/				DepEd Division of Baguio City in coordination with DENR	No scholarship
		Write the title of training here	22-26					/		DepEd Central Office	No scholarship
Mr. Y	MT II	No trainings attended									No scholarship
Mr. Z	Teacher II	No trainings attended									No scholarship

Note: This will help the HRD assess the number of teachers, names of teachers, and level of trainings attended in order to help those who were NOT trained and those who are in need of professional trainings.

Enclosure 2

Name of Teacher: \_\_\_\_\_ Position: \_\_\_\_\_  
Department: \_\_\_\_\_ Grade Level Presently Handled: \_\_\_\_\_ Subjects presently handled: \_\_\_\_\_  
Name of School: \_\_\_\_\_

**Teachers' Professional Development Needs Survey**

PROFESSIONAL DEVELOPMENT NEEDS

Identify as many needs as you have in order to improve your performance as a teacher or to further enhance your profession. These needs are not only limited to trainings your school can offer or to the designation you have as long as it will be of help to your profession. You may even include community trainings that you think may improve your skills to deliver quality educational services to your learners and other stakeholders. Giving your comprehensive Professional Development Needs will be of great advantage on your part, for it may be considered as part of the next HRD Training Proposals.

<b>GENERAL NEEDS</b> (Professional development needs that <b>EVERY</b> teacher should undergo regardless of specialization and grade level handled)	<b>SPECIFIC NEEDS</b> (Professional development needs that the teacher should undergo taking into consideration his or her <b>SPECIALIZATION AND GRADE LEVEL HANDLED</b> )

Signature of Teacher: \_\_\_\_\_