



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



DIVISION MEMORANDUM

No. 20 S. 2017

COMPLETION OF TEACHERS' TRAININGS SURVEY AND INFORMATION UPDATE ON POST GRADUATE COURSES

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

1. Relative to Division Memorandum no. 333, s. 2016, the Division Office through the HRD section issues again the following localized training survey form (enclosure 1) to complete the 2016 data on trainings attended by teachers from October 2016 to December 2016 ONLY and an additional form (enclosure 3) for the updates on post graduate courses. No need to include names of teachers who did not attend any professional development for the months covered.
2. Teachers who were not able to submit their professional development information for year 2015 and January to September 2016 (enclosure 1 and 2) are advised to comply on or before January 13, 2017.
3. Accomplish and consolidate the enclosed forms (1 and 3) and send it to xylene.kinomis@deped.gov.ph on or before January 13, 2017.
4. Immediate dissemination of this memorandum is desired.


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

//xdkHRD

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.

UPDATED POST GRADUATE COURSE/S COMPLETION
of Baguio City Schools Division Teachers as of January 13, 2017

Name of School

Name of Teacher	Position / Designation	Masters Degree		Year Graduated	Doctorate Degree		Year Graduated
		Course	Units earned / finished		Course	Units earned / finished	

Noted by: School Head