

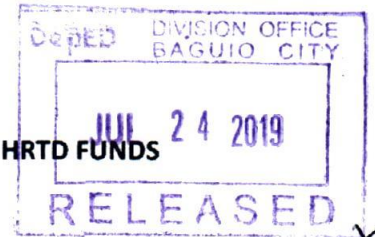


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|  | <b>GENERAL QUALITY FORM</b> |  | Document Code:<br>Revision: 00<br>Effectivity date: 8-20-18 |
|                                                                                   | <b>DIVISION MEMORANDUM</b>  |                                                                                    | Name of Office:<br><b>SGOD-HRD Section</b>                  |

Division Memorandum Number: 805 s. 2019



**CALL FOR SUBMISSION OF TERMINAL REPORTS ON DEPED PPAs UTILIZING HRTD FUNDS**

To: Division Chiefs  
AO-Admin Services  
DepEd PPAs Program Managers  
All Others Concerned

1. Cognizant to Deped Order no. 21, s. 2018, Re: Implementing Guidelines on the Allocation and Utilization of HRTD Funds, stipulates that the funds downloaded by the Central Office to the Division shall which serve as fund support for the implementation of professional development activities in the division and schools/learning centers.
2. To comply with the provision of the order, all program owners/organizers conducted in the school, district and division Learning and Development (L & D) activities which were/are charged to the 2018 and 2019 HRD Funds, are directed to submit a portfolio of documents with the following contents:
  1. Activity Requests
  2. Approved training/project proposals
  3. Terminal Reports
    - 3.1 Implementation Report (to include budget allotted and actual expenditures)
    - 3.2 Attendance Sheets
    - 3.3 Summary of M & E results with analysis and recommendations
  4. Re-entry Action Plan (if the individual attended a training using the HRD fund for registration, transportation and accommodation fees).
3. All concerned personnel shall submit a copy of their own portfolio at the HRD office for consolidation and submission at the Central Office.
4. Due date of submission for the 2018 L & D and first quarter of 2019, will be on or before **August 9, 2019**. While submission of documents for the ongoing programs and other programs for to be conducted within the calendar year shall be at least a week after implementation of the L & D activities.
5. Immediate dissemination and compliance to this memorandum is desired.

  
**FEDERICO P. MARTIN, EdD., CEEd.D, CESO V**  
 Schools Division Superintendent