

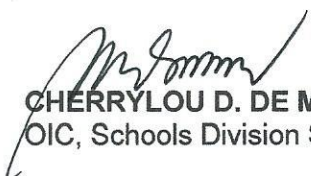


Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE



MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Asst. Schools Division Superintendent
Chiefs, SGOD & CID
Education Program Supervisors
Education Program Specialists
Public Schools District Supervisors
Section Heads
All Concerned

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: **GUIDELINES ON TRAINING PROPOSALS**

DATE: March 9, 2016

To ensure that all trainings to be conducted in the Division meet the standards set forth by the National Educators Academy of the Philippines (NEAP), this Office would like to remind everyone that all training proposals must be quality assured by the Human Resource Development (HRD) Unit of the School Governance and Operations Division (SGOD) before submission to this Office for signature.

Training Proposals shall be submitted to the SGOD-HRD at least one month prior to the proposed date of training.

Likewise, training proponents must obtain approval from the budget officer if funding will be sourced from the Division MOOE and no registration fee is to be collected from the participants.

Training Memorandum shall be issued only after the proposed training has been approved by this Office.

For your information and strict compliance.