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July 31, 2018

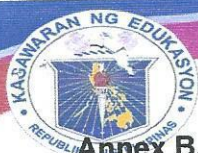
**DIVISION MEMORANDUM**  
**No. 202 s. 2018**

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM**  
**NO. 202 S, 2018 ENTITLED, "REITERATION ON THE**  
**ACCOMPLISHMENT AND SUBMISSION OF**  
**COMPLETION REPORT"**

To: OIC, Assistant Schools Division Superintendents  
Chief CID, OIC Chief SGOD  
SDO Cavite Personnel  
Public Elementary and Secondary School Heads  
All Concerned

1. This is with reference to Division Memorandum No. 202 s, 2018 entitled, "Reiteration on the Accomplishment and Submission of Completion Report".
2. For the purpose of standardization, the proponent shall accomplish the activity completion report using the controlled form attached as Annex A, five (5) days after the conduct of the training. Include the copy of approved training program proposal upon submission.
3. In addition, format of training proposals to be submitted to the Human Resource Development Section at least 10 working days prior to the target date of implementation shall strictly use the attached form as Annex B.
4. Any inconsistencies with the previously issued memorandum shall hereby rescinded.
5. Immediate dissemination of this Memorandum is earnestly desired.

by: ELIAS A. ALCAYA, JR. Ed.D.  
OIC-Assistant Schools Division Superintendent  
**CHERRYLOU D. REPIA**  
Schools Division Superintendent



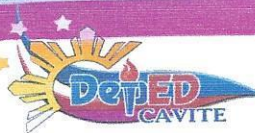
## Annex B. Training Proposal

TRAINING PROPOSAL			
I.	<b>Title of the Training</b> - Add Title of Training		
II.	<b>Target Participants and Number of Participants</b> Kindly specify the total no. of teaching and non-teaching, male and female participants.		
	Male	Female	Total
	Teaching		
	Non- Teaching		
III.	<b>Proposed Date and Venue</b> - Add the target date of implementation and the exact address of the training venue		
IV.	<b>Funding Source</b>		
V.	<b>Proposed Budget</b> - Provide breakdown of the proposed budget for the conduct of training		
VI.	<b>Registration Fee</b>		
VII.	<b>Proponent</b>		
VIII.	<b>Rationale</b>		
IX.	<b>Objectives</b>		
X.	<b>Training Content and Methodologies</b>		
	Day/Time	Topic	Facilitator
XI.	<b>Expected Output</b>		
XII.	<b>List of Management Staff with Corresponding Committee</b>		
<b>PROGRAM MANAGEMENT TEAM</b>			
Registration			
Accommodation			
Program			
Technical			
*Documentation			
*QATAME			
*Required committee			
XIII.	<b>Terms of Reference of Program Management Team</b>		
XIV.	<b>Resource Speakers/Facilitators</b>		
	Name of Speaker	Relevant Qualification	Topic Assignment
<b>Prepared by:</b> Proponent			
<b>Noted by:</b> School Head			
<b>Quality Assured by:</b> SEPS/EPS/PDO			
<b>Recommending Approval:</b> *if applicable, Chief, CID or Chief, SGOD			
<b>Acknowledged with allotted budget:</b> *if applicable, Budget and Finance Unit			
<b>Approved by:</b> Schools Division Superintendent			

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## Annex A. Activity Completion Report

Certificate Number: AJA17-0083



Certificate Number: AJA17-0083

### Activity Completion Report

- I. TRAINING PROGRAM TITLE:
- II. PROPONENT:
- III. SCHOOL/MUNICIPALITY:
- IV. DATE CONDUCTED:
- V. VENUE:
- VI. NO. OF PARTICIPANTS:

	Male	Female	Total
Teaching			
Non-Teaching			

- VII. OBJECTIVES OF THE TRAINING:

- VIII. EXECUTIVE SUMMARY

In paragraph form, include general comments, issues encountered, and how have you solved it.

- IX. M&E ANALYSIS BASED FROM QATAME TOOLS USED  
(c/o QATAME ASSOCIATES)

- X. RECOMMENDATION:

PREPARED BY: \_\_\_\_\_  
Name with Signature

\_\_\_\_\_  
Designation

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

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