

September 12, 2019,

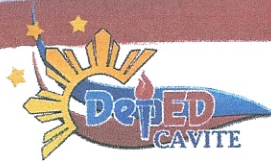
**DIVISION MEMORANDUM**

No. **359** s. 2019

**REESTABLISHING THE GUIDELINES IN THE SUBMISSION OF  
TRAINING PROPOSAL AND ACTIVITY COMPLETION REPORT**

To: Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Superintendent  
Chief CID, OIC Chief SGOD  
Education Program Supervisors  
Public Schools District School Supervisors  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary Teachers  
All Concerned

1. In reference to Division Memorandum 47 s.2019 entitled "Reiteration of the Submission of Training Proposal and Activity Completion Report" this Memorandum enumerated clarifications/reminders to set a standard in the evaluation of all training proposal and report to maintain a level of quality in the format and content of the said documents.
2. Relative to this, a downloadable template of training proposal and activity completion report shall be uploaded to the Cavite Learning Leaders and Division ICT group to ensure uniformity of format and document setup in the submitted proposal and report.
3. All Schools and Extension Offices are enjoined to download the template and use it in all training proposals and activity completion reports.
4. To ensure the compliance on the use of the prescribed template, the Extension Offices shall check the training proposal format of their respective schools prior to the submission to the SGOD-HRD Unit.
5. Training proposal shall be submitted to the SGOD-HRD Unit ten (10) working days prior to target date of implementation (excluding Saturday and Sunday) while activity completion report shall be given to the same office five (5) days after the training. Attachments to this report are stated in the following annexes.
6. The proponent of the training shall ensure a complete and timely submission of activity completion report.
7. All pages of training proposal including activity completion report shall use the Division letterhead with required code as footer. Hence, attachments such as school or municipal memorandum including request letter shall not use the DepEd Cavite Province logo and HRD document code.



Republic of the Philippines  
**Department of Education**  
Region IV-A (CALABARZON)  
**Division of Cavite**  
Trece Martires City, Cavite



Certificate Number: AJA17-0083

8. For Gender and Development related training, a copy of GAD Annual Plan and waiver of the participants shall be attached to the proposal.
9. In choosing the target date of implementation, the planning committee shall ensure that there will be no interruption of classes during the conduct of the training.
10. Immediate dissemination of this Memorandum is earnestly desired.

  
**CHERRYLOU D. REPIA**

Schools Division Superintendent





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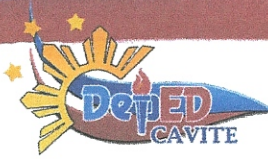


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Annex A.

## ATTACHMENTS FOR ACTIVITY COMPLETION REPORT

1. Photocopy of Approved Training Proposal
2. 1 to 2 pages of Documentation pictures
3. Registration Form
4. List of Actual Attendees
  - a. Participants
  - b. Program Management Team
  - c. Resource Speakers



Annex B.

**LIST OF ACTUAL ATTENDEES**  
*(must be accomplished in excel application)*

Title of the Training:  
Tracking Number:

NAME		ACTUAL NUMBER OF TRAINING HOURS ATTENDED	CERTIFICATE CONTROL NUMBER (to be provided by the SGOD0HRD Unit)
Participants			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Program Management Team			
11			
12			
13			
14			
15			
16			
17			
18			
Resource Speakers			
19			
20			

Certified Correct:

SIGNATURE OVER PRINTED NAME  
Proponent