



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

July 2, 2020

DIVISION MEMORANDUM
NO. 190, s. 2020

To: OIC, Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Unit and Section Heads
All Education Program Supervisors and Specialists
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Concerned





**ADDENDUM TO DIVISION MEMORANDUM NO. 185, S. 2020 TITLED
“UPDATED HUMAN RESOURCE DEVELOPMENT TEMPLATES AND
GUIDELINES”**

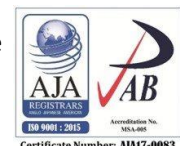
1. In reference with Division Memorandum no. 185, s. 2020 titled “Updated Human Resource Development Templates and Guidelines,” this Addendum is being issued as a clarificatory document on the utilization of the templates previously provided.
2. For **training program proposals by the Division or District/extension office which will undergo NEAP CALABARZON’s evaluation and recognition**, Form 2020R.1 Professional Development Programs/ Courses Recognition Application Form. If an external learning service provider will be involved, Form 2020A.1LSP Authorization Application Form shall also be accomplished by the representative of the external LSP.
3. For **capacity building activities to be conducted on the school, District, and Division level which will NOT undergo NEAP evaluation**, the existing Division Training/ Activity Proposal template shall still be used (See Attachment 1).
4. Other relevant questions and clarifications may be communicated to this Office through depedcavite.hrd@deped.gov.ph.
5. Immediate dissemination of and strict compliance to this Memorandum is directed.

(SGD)ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RMA/ DM No. 190 s. 2020
070220-002/ 07/ 02/2020



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