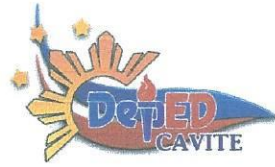


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Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE



MEMORANDUM

TO: Education Program Supervisors

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

SUBJECT: REITERATION OF DIVISION UNNUMBERED MEMORANDUM ENTITLED GUIDELINES ON TRAINING PROPOSALS DATED MARCH 9, 2016

DATE: October 19, 2016

In reiteration of Division Unnumbered Memorandum entitled **Guidelines on Training Proposals** dated March 9, 2016, this Office would like to remind all concerned that training proposals shall 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 so as 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).

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

Hence, training memorandum shall be issued only after the proposed training has been approved by this Office and only those with approved proposals shall proceed with the 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.

For your information and strict compliance.