



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**Schools Division Office**  
Lagawe, Ifugao, 3600



**DIVISION MEMORANDUM**

No. 62 s. 2016


**TO:** Elementary and Secondary School Heads  
All Unit Heads  
This Division

**FROM:** **SALLY B. ULLALIM, CESO V**  
Schools Division Superintendent

**SUBJECT:** Screening of Applicants to the Schools Division Office Trainers' Pool

**DATE:** April 4, 2016

1. The Schools Division Office announces the establishment of Schools Division Trainers' Pool for various learning and development programs. The Human Resource Development Office is tasked to conduct the screening process for the trainers.
2. The following may apply:
  - a. Permanent personnel;
  - b. Physically fit individuals
  - c. Must have been trained as trainers/facilitators;
  - d. Must have a performance rating of VS for the last two years; and
  - e. Must be computer literate
3. Applicants should submit to the Division Screening Committee the following documents on or before April 25, 2016.
  - a. Application form (Annex 1)
  - b. Character Reference (Annex 2)
  - c. Performance rating for the past two years
  - d. Letter of recommendation from immediate head (Annex 3)
  - e. Letter of commitment signifying willingness to train anywhere in the Division (Annex 4)
  - f. Certificate of recognition/commendation/merit given as facilitator, trainer, resource speaker etc. These certificates should support the list provided in the application form.
4. Qualified applicants will be notified by for further screening process.
5. For immediate dissemination.

  
ITL/4/4/2016

