



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



**DIVISION MEMORANDUM**

No. 44 s. 2017

**TO** : Education Program Supervisor, Public Schools District Supervisors, and Unit Heads  
Secondary and Elementary School Heads

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

**SUBJECT** : **POLICY ON ATTENDING SEMINARS, TRAININGS, SYMPOSIA, SCHOLARSHIPS, STUDY GRANTS AND OTHER PROFESSIONAL DEVELOPMENT ACTIVITIES**

**DATE** : February 1, 2017

1. Implementing Rules and Regulation (IRR) of the Governance of Basic Education Act of 2001 or Republic Act 9155 stipulates that consistent with the national educational policies, plans and standards, the Schools Division Superintendent shall have authority, accountability and responsibility in planning and managing effective and efficient use of all personnel, physical and fiscal resources of the division office, development and establishments of procedures in monitoring and supervision of division/schools physical and fiscal resources, including professional staff development of the division.
2. The DepEd- SDO – Ifugao is undertaking a division-wide initiative for the management of professional development of its human resource. Teaching and non-teaching personnel of the Division are sent to trainings, seminars, symposia, scholarships and study grants for professional growth and for capability building that should be cascaded to the workplace .
3. In light of the foregoing statements, the DepEd SDO - Ifugao through the HRD Unit issues the following guideline to monitor and manage the attendance to trainings, seminars, symposia, scholarships, study grants and other professional development activities of its human resource:
  - 3.1 . All SDO-Ifugao employees who attended seminars, trainings, symposia, scholarships and study grants should make a post activity report and submit to HRD Unit and Division Chief / unit heads 5 days after end of training. (see attached format)
  - 3.2. All plans (as reflected in the report) should be implemented by the concerned employee with the assistance of unit heads/chiefs and responsible persons.
4. This Division Policy/Memorandum shall take effect immediately.

<b>POST ACTIVITY REPORT</b>								
<b>( To be accomplished by SDO employee after attending seminar, training, scholarship &amp; study grants)</b>								
<b>Name</b>								
<b>Position</b>								
<b>Unit/School</b>								
<b>Training Attended:</b>								
<b>Sponsoring Office:</b>								
<b>Level ( Pls check)</b>								
	National							
	Regional							
	Division							
<b>Date:</b>								
<b>Venue:</b>								
<b>Brief Description of the Training</b>								
<b>Topic</b>				<b>Learning</b>				
<b>Roll-out Plan/Implementation Plan</b>								
<b>Suggested Activity</b>	<b>Target Participants</b>		<b>Date</b>	<b>Venue</b>	<b>Fund</b>		<b>Persons Involved</b>	<b>Expected Output</b>
	Description	No			Source of Budget	Amount		
<b>Prepared by:</b>								
								<b>Employee</b>