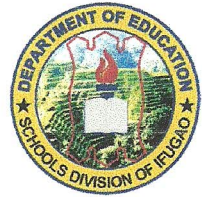




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao, 3600



DIVISION MEMORANDUM

No. 01 s. 2016

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

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

SUBJECT : **Policy and Guidelines in the Conduct of Training Programs in the Schools Division Office of Ifugao**

DATE : April 4, 2016

1. Training is an important resource in any organization. Implemented in the most effective way, it can assist in overcoming work-based problems and help provide a more skilled and productive workforce as well as assist the organization in achieving its goals.
2. For efficient and effective conduct of trainings in the Schools Division Office of Ifugao, the following guidelines must be observed:

2.1. Training programs must meet the following conditions:

- 2.1.1. The skills to be acquired by those attending the training are identified before the training starts.
- 2.1.2. The end result of the training must be identified before the training commences.
- 2.1.3. There must be work-based benefits as a result of the training such as reduced wastage or higher productivity.

2.2. All training activities must be approved before it is conducted.

- 2.2.1. Training proposals must be submitted to HRD office for review and appropriate recommendation for approval at least three weeks before its conduct.
- 2.2.2 HRD office will be given at least three to five days to review and take appropriate actions.

