Division Memorandum
No. ______, s. 2017

To: Assistant Schools Division Superintendent
   Chiefs, CID & SGOD
   Education Program Supervisors
   Senior Education Program Specialist
   Heads/Chief of Offices/Units
   All Others Concerned

From: SOCORRO V. DELA ROSA, CESO VI
       Schools Division Superintendent

Subject: Division Training and Development Flow Chart

Date: January 23, 2017

1. Please be informed that in order to have a strategic planning, implementation and monitoring of trainings, programs, conferences and other related activities in our division, please be guided with the new Training and Development Workflow Chart.

2. For your information and compliance.
Division Training and Development Flowchart

Preparation of Training/Conference/Seminar/Workshop/Orientation/ Re-Orientation/Retooling/Convention/Congress/Benchmarking/Meeting Proposal and Budget Proposal
In-Charge: Proponent of the Program/Training

Submit to Immediate Head/Chief for Review

- If approved
- If not approved, make some appropriate actions/revisions

Forward to the SGOD Chief for verification

Forward to the HRD

Forward to the Budget Officer for the Availability of Funds

Submit to the ASOS for Recommendation

Submit to the SDS for Approval

- If not approved, make some appropriate actions/revisions
- If approved

Submit copy of Training/Conference/Seminar/Workshop/Orientation/ Re-Orientation/Retooling/Convention/Congress/Benchmarking/Meeting Proposal, Budget Proposal to:
- HRD to calendar
- Supply Officer for Purchase Request
- BAC Secretariat for Posting and Procurement

Prepare a Memorandum

Submit to Immediate Head/Chief for Review

Submit to the SDS for Approval

Submit to the ASOS for Recommendation

Submit to the Records Section

Submit copy of Memorandum to HRD and Sch. Mgt. Monitoring & Evaluation

Implement the Training/Conference/Seminar/Workshop/Orientation/ Re-Orientation/Retooling/Convention/Congress/Benchmarking

Submit Completion Report to HRD a week after the conduct of the Training/Conference/Seminar/Workshop/Orientation/Re- Orientation/Retooling/Convention/Congress/Benchmarking

Should there be changes, notify the HRD