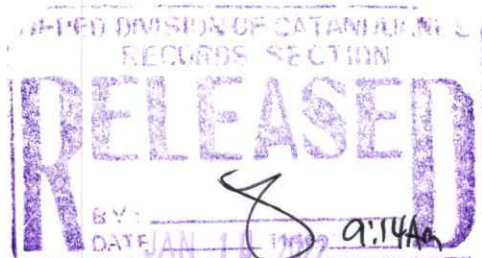




Republic of the Philippines  
**Department of Education**  
 REGION V



SCHOOLS DIVISION OFFICE OF CATANDUANES

SGOD-Human Resource Development Unit

January 06, 2022

**DIVISION MEMORANDUM**  
 SGOD-HRD-DM- 7 s. 2022

**REQUEST FOR DATA ON THE NUMBER OF SCHOOL PERSONNEL TRAINED FOR CY 2021**

**To: Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID & SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All other concerned**

1. In preparation for the year-end RMEA and DMEA (Regional/Division Monitoring, Evaluation & Assessment), this office thru the SGOD-Human Resource Development unit is requesting **for the number of school-based personnel (teaching, teaching-related, non-teaching) trained for the Calendar Year 2021**, as well as other training-related data.
2. School Heads or the designated personnel must accomplish the enclosed form (*see Enclosure A*) with complete information. The editable version of the template can be downloaded here: [t.ly/T37x](https://t.ly/T37x)
3. The form must be signed by the School Head. A copy of the accomplished form must be given to the PSDS/In-Charge of the district (*elementary only*) for information.
4. Answer the survey and submit a clear digital copy of the accomplished form to this link <https://bit.ly/Trained2021>. Please do not submit in email or in messenger, only in the link provided. Submitting a hardcopy is not necessary. Use DepEd email to log in.
5. Submission of the accomplished form and answering the survey is on or before **January 12, 2021**.
6. For inquiries, please email [hrd.ctd@deped.gov.ph](mailto:hrd.ctd@deped.gov.ph).
7. To get HRD-related updates, join the **Facebook Group: SGOD-HRD (DepEd Catanduanes)** [www.facebook.com/groups/ctdsgodhrd/](https://www.facebook.com/groups/ctdsgodhrd/)
8. For immediate dissemination and compliance.

**SUSAN S. COLLANO**  
 Asst. Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

Encl: as indicated  
 References:  
 To be indicated in the Perpetual Index under the following subjects: Training



San Roque, Virac, Catanduanes  
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Republic of the Philippines  
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 SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure A - Enclosure to DM- \_\_\_\_\_ -2022

**SCHOOL-BASED PERSONNEL TRAINED FOR THE CALENDAR YEAR 2021**

Name of School: \_\_\_\_\_ District: \_\_\_\_\_  
 Number of Teaching Personnel: \_\_\_\_\_ Number of Teaching-related Personnel: \_\_\_\_\_  
 Number of Non-Teaching: \_\_\_\_\_

	Title of Training/Course Attended	Learning Service Provider <i>(write the DepEd office or Name of the Agency/company if Non- DepEd)</i>	Date Conducted <i>(FY 2021)</i>	Number of Personnel Trained <i>(enter number only in the applicable column)</i>				Remarks <i>(if any)</i>
				Teaching	Teaching-related	Non-teaching	Total	
1.								
2.								
3.								

Use additional sheets if necessary

Verified by: \_\_\_\_\_

Name & Signature of School Head \_\_\_\_\_

Date Signed: \_\_\_\_\_



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