

Republic of the Philippines **DEPARTMENT OF EDUCATION REGION IV-A CALABARZON** CITY SCHOOLS DIVISION OF CABUYAO CITY



## MEMORANDUM

To: OIC – Assistant Schools Division Superintendent Chief, Curriculum Implementation Division OIC – Chief, School Governance and Operations Division Education Program Supervisors Public Schools District Supervisors Principals/ OIC All Others Concerned

FROM:DORIS ØJ./ESTALILLA, Ed.D.Officer- In- Charge $\mathcal{N}$ Schools Division Superintendent

SUBJECT: ACCOMPLISHMENT AND SUBMISSION OF THE DIVISION TRAINING DEVELOPMENT INFORMATION SYSTEM TEMPLATE

DATE: July 20, 2018

- This office enjoins school heads of all public schools in this division to accomplish the Division Training Development Information System template and submit soft and print copies to SGOD – Human Resource Development Section thru: cabuyaocity.hrds@gmail.com on or before August 10, 2018.
- 2. Through this DTDIS template, the SGOD-HRDS is expected to:
  - a. Collate education and training development information of all teaching and non-teaching personnel in the division;
  - b. Monitor professional advancement of teachers; and
  - c. Analyze training needs of all personnel.
- 3. This template can be downloaded thru: tinyurl.com/SDOCABUYAOTDIS.
- 4. Immediate and wide dissemination of this Memorandum is earnestly desired.

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