




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 D.J. ESTALILLA, Ed.D.
Officer- In- Charge
Schools Division Superintendent

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

DATE: July 20, 2018

1. 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.

