



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X



DIVISION OF MISAMIS ORIENTAL

Cagayan de Oro City

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Division Memorandum

No. 220 S, 2015

September 11, 2015

To : Public Schools District Supervisors/Coordinating Principals
CID Personnel
SGOD Personnel
Division Section Heads
School Heads
This Division

From : **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent

Re : **SUBMISSION OF TRAINING MEMO, DESIGN, MATRIX, AND
ACCOMPLISHMENT REPORT AND ATTENDANCE SHEET**

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1. For proper recording and reporting of training conducted, this Office directs all personnel concerned to submit to the School Governance and Operations Division (SGOD) Attention: Marife D. Balaba, SEPS-HRD the following documents in both electronic and hard copy:
 - a. Training Memo
 - b. Training Design
 - c. Training Matrix
 - d. Accomplishment Report with Photos
 - e. Attendance Sheet of Participants
 2. The electronic copy of the said documents can be sent to this email:
 3. The Training Memo, Design and Matrix shall be submitted right after the approval. The Accomplishment Report and Attendance Sheet of the participants shall be submitted 5 days after the conduct of the training.
 4. Immediate dissemination of this Memorandum to all concerned is hereby enjoined.

CI L/mbd