



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION XI  
DIVISION OF TAGUM CITY



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DIVISION MEMORANDUM NO. 271 s, 2019

**TO :** ALL ELEMENTARY SCHOOL PRINCIPALS  
ALL SECONDARY SCHOOL PRINCIPALS

**ATTN:** HRD FOCAL

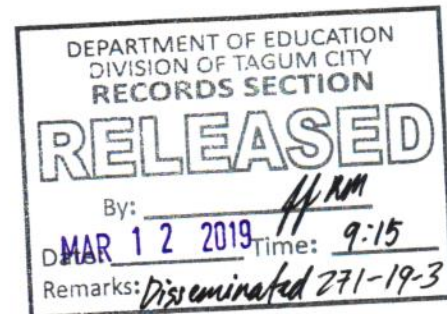
**FROM :** The Office of the Schools Division Superintendent

**SUBJECT :** SUBMISSION OF HUMAN RESOURCE DEVELOPMENT  
QUARTERLY REPORT

**DATE :** March 8, 2019

1. To establish training and development records in the division, identify pool of trainers and provide management with feedback on the implementation of learning and development of the school learning centers, this Office requests the submission of HUMAN RESOURCE DEVELOPMENT QUARTERLY REPORT to the SGOD-HRD section on every first week of the next quarter.
2. Attached are the templates of the aforesaid report. School principals are enjoined to lead the preparation of the report.
3. Compliance to this memorandum is desired.

  
**NELSON C. LOPEZ, CESO VI**  
Schools Division Superintendent



HRD QUARTERLY REPORT CY 2019

A. LAC SESSIONS CONDUCTED in CY 2019

No.	Title	Target No. of Participants	Actual No. of Participants	Percentage of Participation	Date	Venue	Conducted by
1							
2							
3							
X							
XX							

B. SCHOLARSHIPS (e.g. MOOC, Project Eagle, etc.)

No.	Name of Scholars	Name of Scholarship	Program	School/ University
1				
2				
3				
X				
XX				

C. TRAININGS/ CONFERENCES/ WORKSHOPS ATTENDED in CY 2019

No.	Title	Name of Participants	Date	Venue	Level
1					
2					
3					
X					
XX					