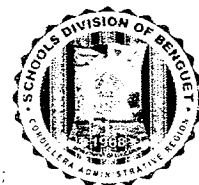




Republic of the Philippines
DEPARTMENT OF EDUCATION
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF BENGUET
 Wangal, La Trinidad, Benguet 2601



Office of the SDS: (074) 422-6570 (te.fax); Administrative Office: (074) 422-3790; Accounting Office: (074) 422-7501;
 Supply Office: (074) 424-2863; Lobby/Officer of the Day: (074) 422-2001

DIVISION MEMORANDUM

No. 644 s. 2018

To : Division Chiefs
 Public Schools District Supervisor
 Elementary and Secondary School Heads

FROM : *Marie Carolyn B. Verano*
 MARIE CAROLYN B. VERANO, CESO VI
 Schools Division Superintendent

Subject : SUBMISSION OF POST ACTIVITY REPORT

DATE : February 22, 2018

- To properly trace and ensure efficient events evaluation, all School Heads are hereby required to submit Post Activity Report every after attending a division, regional and national training, conference, forum, short term scholarship or other activities similar hereto.
- This Post Activity Report shall be an additional supporting document when claiming for reimbursement of travel expenses and shall be submitted at least 1 week after the activity attended.
- A copy furnished should be submitted to the Human Resource Development section for reference.
- The format of the Post Activity Report is as follows;

POST ACTIVITY REPORT

ACTIVITY/TITLE OF TRAINING ATTENDED	
ACTIVITY/TRAINING OBJECTIVES	
VENUE	
DATE	
SDO PARTICIPANT/S	
OTHER PARTICIPANTS	
RESOURCE SPEAKER	
HIGHLIGHTS/INSIGHTS	
Topic/s or activity/ies (per day)	INSIGHTS/LESSONS LEARNED/ AGREEMENTS/INSTRUCTIONS
Your accomplishment/output during the Training/ Trip, etc.	
Recommended actions to be done by SDO Benguet:	
Submitted By:	Approved By:

PSDS