



Republic of the Philippines
Department of Education
Cordillera Administrative Region
BENGUET DIVISION
Wangal, La Trinidad, Benguet, 2601



SCHOOLS DIVISION MEMORANDUM

No. 195 s, 2015

To: **All SDO Employees**

From: **FEDERICO P. MARTIN, Ed. D., CESO VI**
Officer-In-Charge, Office of the Schools Division Superintendent

Subject: **SUBMISSION OF COMPLETION REPORTS**

Date: December 7, 2015

1. In line with the monitoring of the conduct of all INSET activities and participation of DepEd-Benguet employees to other trainings, Division and District INSET proponents and participants to higher trainings are required to submit completion/training reports.
2. This aims to track employees who attended capability building activities, give needed interventions and monitor trainings attended and conducted.
3. For District and Division INSETS conducted, terminal report must be submitted at least one (1) week after the conduct of the activity bearing the following:
 - a. Activity Request
 - b. Memorandum
 - c. Training Design
 - d. Monitoring and Evaluation Result
 - e. Attendance
4. For employees who participated in any Regional, National or International trainings/conferences and scholarships, completion report to include the following must be submitted one (1) week after the activity.
 - a. Memorandum
 - b. Travel Order
 - c. Summary/Highlights which will include brief rationale and objectives
 - d. Source of Fund
5. Unsubmitted completion and terminal reports since June 2015 must be given on or before December 31, 2015.
6. For compliance and guidance.