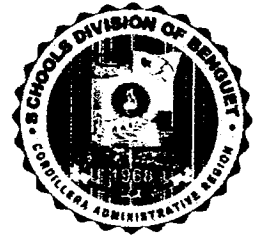




Republic of the Philippines  
Cordillera Administrative Region  
Department of Education  
**SCHOOLS DIVISION OF BENGUET**  
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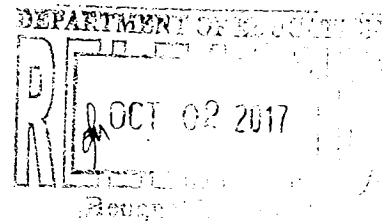
October 2, 2017

**DIVISION MEMORANDUM**

No. 224 s. 2017

**To:** Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/Coordinating Principals  
Elementary and Secondary School Heads  
All Senior, Junior and Elementary School Teachers  
All Non-Teaching Employees

**From:**   
**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent



**Subject: Training Needs Assessment for all SDO-Benguet Employees (Teaching and Non-Teaching)**

1. In line with the agency's mandate in providing efficient and effective service to its clientele, all SDO Employees who did not attend trainings from January to September 30, 2017 as per KRA are enjoined to submit their training needs. Likewise, those who attended trainings on the same date are also directed to submit the title of the trainings they attended.
2. This is to attain the 100% trainings for all SDO Employees as part of the SDO-Benguet OPCRf and will be the basis for the HRDS to come up with the trainings to be conducted for the coming months.
3. Below is the schedule for submission.

Activity (submission to)	Responsible	Date
Teacher to School Head	School Head (consolidates trainings of teachers)	October 9, 2017
School Head to PSDS/CP	PSDSs/CPs (compile consolidated trainings from school)	October 11, 2017
PSDSs/Cps to Division Office	HRDS (consolidates all trainings submitted from districts)	October 13, 2017
SDO Personnel to HRDS		October 13, 2017

4. Attached is the format to be used by the School Head for consolidation.
5. Immediate and wide dissemination of this memorandum is desired.

**Attachment: Format to be used**

**District:** \_\_\_\_\_

**School:** \_\_\_\_\_

A. Teachers and School Personnel who did not attend training program as per KRA from January to September 30, 2017

Name of School Personnel	Position	Age	Major/Minor (if there are)	Needs for training

B. Teachers and School Personnel who attended training program as per KRA from January to September 30, 2017

Name of School Personnel	Position	Age	Major/Minor (if there are)	Trainings Attended	Date of Attendance	Venue	Sponsoring Agency	Additional Needs for Training

**Section/Unit/Office:** \_\_\_\_\_

C. Division Office Personnel who did not attend training program as per KRA from January to September 30, 2017

Name of SDO Personnel	Position	Age	Major/Minor (if there are)	Needs for training

D. Division Office Personnel who attended training program as per KRA from January to September 30, 2017

Name of SDO Personnel	Position	Age	Trainings Attended	Date of Attendance	Venue	Sponsoring Agency	Additional Needs for Training

\*school personnel include teachers, non-teaching staff and school head.