



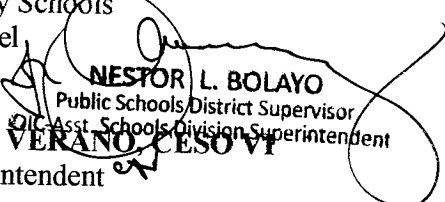
Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet 2601



**DIVISION MEMORANDUM**

No. 300.2017

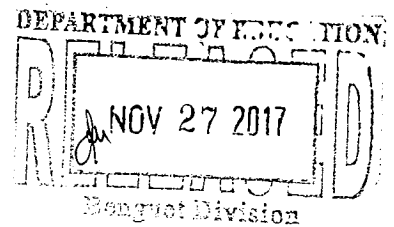
To: All Schools District Supervisors and Districts In-charge  
School Heads of Secondary Schools  
All School Health Personnel

  
**NESTOR L. BOLAYO**

Public Schools District Supervisor

Off. Asst. Schools Division Superintendent

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



Subject: **TRAINING DESIGN PREPARATION WORKSHOP FOR SCHOOL HEALTH PERSONNEL cum IPCRF REVIEW.**

Date: November 27, 2017

1. The School Health Section of SDO Benguet is a learner-centered section that is committed to continuously improve itself to better serve the learners and stakeholders. It is also mandated to implement all efforts toward professional excellence.
2. Corollary, there will be a Training Design, Project Proposal Preparation workshop for all school health personnel at the **Adivay Hall on December 11 and 12, 2017 at 8:00 AM**
3. The objective of this activity are as follows:
  - a. to equip the participants on effective writing of training designs, project proposals and completion of reports;
  - b. align the performance targets and accomplishment of every School Health section personnel with the Division's mandate, vision, mission and strategic goals;
  - c. monitor the performance of the SHS personnel towards the accomplishment of DepEd goals.
4. Participants are expected to bring Laptop with extension cord, IPCRF and IPDP and Accomplishment reports.
5. Meals and Snacks will be provided charged to the SDO MOOE while travel expenses incurred in attendance to this activity shall be charged to local funds subject to usual accounting and auditing rules and regulations.
6. Immediate dissemination to all concerned is desired.

Zbb/shs