



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY
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DIVISION MEMORANDUM

No. 0005 s, 2018

To: ALL DIVISION PERSONNEL

From: AGUSTINES E. CEPE, Ph.D., CESO VI
Schools Division Superintendent

Subject: Presentation of Action Plan or Narrative Report
of Personnel Attending Regional/ National Trainings

Date: January 9, 2017

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1. All division personnel attending Regional/ National Trainings and other engagement are hereby directed to present an Action Plan or Narrative Report for policy formulation in the Division.
 2. Further, the abovementioned personnel shall prepare a presentation relative to the training last attended during the Program Committee Meeting every Monday of the week.
 3. The Human Resource and Training Development personnel shall make a list of the personnel who had attended trainings of the prior week.