



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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04 Feb 2020

DIVISION MEMORANDUM  
No. 047, s. 2020

**TRACKING AND CONSOLIDATION OF TRAININGS FROM 2015-2020**

To: **All Public Elementary School Heads**  
**All Public Secondary School Heads**  
**All Others Concerned**  
This Division

1. To ensure that all personnel are given equal opportunities for training and development, this Office thru the Human Resource Training and Development (HRTD) section will track all trainings attended by all teaching and non-teaching personnel from 2015 up to the present.
2. This initiative aims to:
  - a. consolidate all trainings attended by the personnel from 2015-present;
  - b. encode trainings in the Human Resource Information System (HRIS);
  - c. conduct needs assessment and gap analysis;
  - d. address other concerns for future trainings
3. Schools are directed to provide necessary data given the template enclosed in this memorandum. Completed report may be done in excel format and should be submitted on or before February 12, 2020 to [karenrose.serrania@deped.gov.ph](mailto:karenrose.serrania@deped.gov.ph).
4. For further inquiries, you may contact Karen Rose A. Serrania, SEPS-HRD at 0906 348 3254.



Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Tel. No. (088) 555-0475 | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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5. For guidance and strict compliance.

OLGA C. ALONSABE, PhD, CESE  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

SGOD/KRAS



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Enclosure 1

**Database for Human Resource Training and Development**

Name of School

Name of Teacher/School Head	Designation	TRAININGS ATTENDED						
		Division Level (Title)	Date	Regional Level	Date	National	Date	International
1.								
2.								
3.								
4.								
5.								

Prepared by:

Reviewed:

\_\_\_\_\_  
 (School Head)

Verified:

Approved:

**KAREN ROSE A. SERRANIA**  
 Senior Education Program Specialist-HRD

**OLGA C. ALONSABE, Ph.D**  
 OIC-Schools Division Superintendent

*(Signature)*

