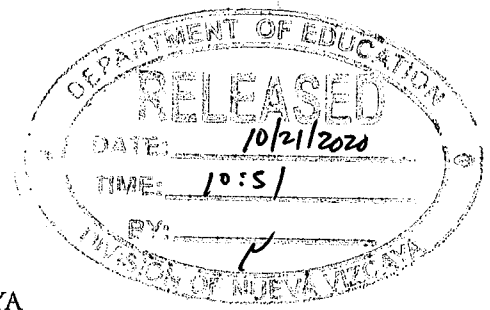




Republic of the Philippines
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 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA



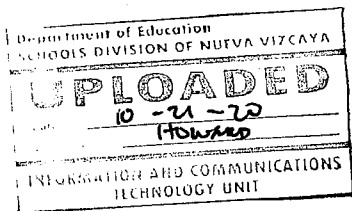
21 October 2020

DIVISION MEMORANDUM
 No. 243, s. 2020

CORRIGENDUM TO DM 11, 2020 RE UTILIZATION OF UPDATED HRD ISO FORMS FOR LEARNING AND DEVELOPMENT (L&D) ACTIVITIES AS PER GUIDELINES

To: Office of the Assistant Schools Division Superintendent
 School Governance and Operations Division Chief
 Curriculum Implementation Division Chief
 Public Schools District Supervisors/District In-Charge
 Public Elementary and Secondary School Heads
 All others concerned

1. This Office, through the SGOD-HRD Section hereby informs every one of the adoption of and compliance to the attached **updated, edited, additional** HRD ISO Terminal Report Forms for all L&D activities initiated and conducted by **SDO-based employees** and the **field**.
2. All other forms not included herein but form part in the development of L&D proposal and terminal report shall be duly adopted through DM 11, 2020 as other provisions of the previous Memorandum are still in effect.
3. This Memorandum takes effect immediately.
4. For information, guidance, and strict compliance.



RACHEL R. LLANA PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl.: As stated

References:
 DepEd Order 66, s. 2010
 DepEd Order 35, s. 2016
 Division Memoranda: 142, 2019; 3, 2020 and 11, 2020



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Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	1





Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

(This shall be the first page in the completion report)

L&D COMPLETION REPORT FORM

SCHOOL / SECTION	
DISTRICT / DIVISION	
HRD DELIVERY (INSET, LAC, etc.)	
TITLE	
DATE/S, VENUE	
OBJECTIVES	
PARTICIPANTS	
SOURCE/S OF FUND/S	
TOTAL ALLOCATED AMOUNT	
TOTAL AMOUNT SPENT	
PROONENT/S	
RESOURCE SPEAKERS / FACILITATORS	
CONSULTANTS (If any)	
TOPIC REFERENCES	
OVERALL REMARKS AND ISSUES ENCOUNTERED (Max. of 2 paragraphs, 5 sentences each)	
ATTACHMENTS (Required)	<ul style="list-style-type: none"> • Approved Proposal (<i>availability of funds signed by the Division Accountant – if charged to SDO Funds, i.e HRTD, MOOE, etc.</i>) • Duly Signed Registration Form and/or Attendance Sheet • QAME Result with the Analyses • Memorandum • Receiving Copy of Certificates Awarded (duly signed by the participants) • Documentation (max. of 5 captioned pictureſ) • Slide Decks (in CD form)



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Doc Code: FM-SGOD-HRD-004	Rev: 02
As of: 11.12.2019	Page: 1





Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

	<ul style="list-style-type: none"> Liquidation Report (if charged to HRTD or other Funds of the Division, AND if applicable)
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* The proponent/s, with the members of the Program Management Team shall immediately meet together and work for the terminal report to be submitted **30 working days** after the conduct of the L&D.

* For uniformity of quality records, terminal reports shall conform to the following:

- *Single copy*
- *Ring-bound (black)*
- *Organized through a plain transparent/clear front and back cover, (A4)*
- *Font style, size: Times New Roman, 12*



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Doc Code:	FM-SGOD-HRD-004	Rev:	02
As of:	11.12.2019	Page:	2





Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
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RECEIVING COPY OF CERTIFICATES

TITLE: _____
Date & Venue: _____

No.	Name	Office/School	Position	Signature



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