



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

13 July 2022

DIVISION MEMORANDUM

No. **233**, s. 2022

**CALL FOR SUBMISSION OF TERMINAL REPORTS FOR THE CONDUCTED
DIVISION - APPROVED LEARNING AND DEVELOPMENT (L&D) ACTIVITIES
FOR 2022 - SECOND QUARTER**

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

1. In compliance to the standards of Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) L&D Level 3 (Integrated System), the Office mandates concerned proponents to submit terminal reports of their conducted L&D as per Master list of Proposals issued with Permit No. by the HRD Section.
2. Terminal reports are expected to be submitted **ON or BEFORE July 18, 2022** for those whose 30-day grace period for submission already lapsed. For the rest, submission of terminal report/ s earlier than the grace period is highly encouraged. All documents must be in compliance to **Division Memoranda Nos. 06, s. 2021 and 133, s. 2022.**
3. The Master lists of Proposals issued with Permit No. are hereto attached (SDO-Based, Secondary, Elementary). If the proposals were not conducted as proposed and plan for implementation is set on a new date, the proponents are advised to accomplish the Modality Adjustment Form (MAF), among other provisions set in **Division Memorandum No. 95, s. 2020** and/ or explain in writing to the Office of the SDS the reason/ s to justify why the approved L&D was not executed as approved.
4. Likewise, the Office, through the SGOD-HRD Section released **Division Memorandum No. 89, s. 2022** last March 23, 2022 Re Call for Submission of Terminal Report Balance for Division-Approved L&Ds 2022 – 1st Quarter. Reiterating **strict compliance** to such, as needed.



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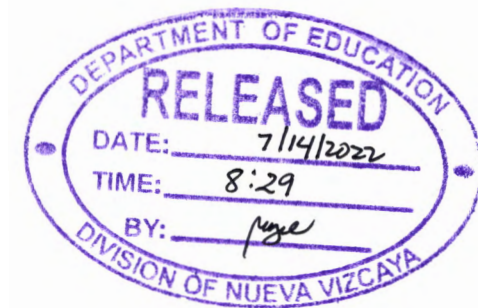
5. Failure to comply to the herein provisions shall be subjected, but NOT limited to, the following course of actions:
 - a. forfeiture of HRTD allocation, among other related funds;
 - b. non-approval of new proposal;
 - c. issuance of reprimand letter for inclusion to employee's 201 File;
 - d. return of funds spent from the implemented L&D;
 - e. inclusion to registry of blacklisted proponents;
 - f. non-release of succeeding MOOE; and
 - g. Other related imposable sanctions due to violations of Presidential Decree No. 1445 (Section 89) Re Ordaining and Instituting a Government Auditing Code of the Philippines, existing Agency and Office guidelines, COA rules, etc.

6. For information, guidance and strict compliance.


RACHEL R. LLANA PhD, CESO V
Office of the Schools Division Superintendent

df. Brown

Encl.:
As stated



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