

MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent / Section
Chiefs, Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
Education Program Supervisors
Education Program Specialists
Division Unit Heads
All Others Concerned

FROM : 
DR. ROMMEL C. BAUTISTA, CEÑO VI
Schools Division Superintendent

SUBJECT : **SUBMISSION OF WRITTEN REPORT**

DATE : January 26, 2016

In order to capture essential information, utilize them for policy formulation and program implementation and report accomplishments on activities in different levels and areas related to services provided by this division, all are requested to submit a written report of the learning, insights / reflections about the seminars, trainings, meetings and the like that have attended outside the Division Office effective today following the attached template.

This report covers the following:

- a. Events attended on behalf of the Schools Division Superintendent
- b. Training
- c. Seminar / workshops
- d. Meetings provided by the Local Government Units (LGU's)
- e. Meetings done outside the Division Office
- f. Conferences
- g. Conventions
- h. Forum
- i. Programs
- j. And all those other events attended outside our Division, Region, National and International.

Kindly submit report in hard copy and copy of materials/handouts (soft or hard if any) provided by sponsor/agency to Human Resource and Development Section a day after (for meetings, programs and those that will only take one (1) day and two (2) days after (for trainings, seminars, workshops, conventions and those that will take two (2) or more days) attention: **MRS. ARLENE L. TAYONA, SEPS-HRD** and copy furnished **MRS. DORIS DJ. ESTALILLA, OIC-ASDS** thru email address, depedantipolo.asdsoffice@yahoo.com.ph and **DR. ROMMEL C. BAUTISTA, SDS** thru dock102370@yahoo.com.

Likewise, Public Schools District Supervisors are instructed to do the same at district level.

Please be guided accordingly.

Name: _____ Position: _____ Division / Section: _____

INSIGHTS FROM ACTIVITY / IES

(TITLE)

(Inclusive Dates)

Venue

DAY/DATE	ESSENTIAL INFORMATION	INSIGHTS	REMARKS / COMMENTS

Others:

Submitted by:

(Signature Over Printed Name)