



Department of Education  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

Purok 6, Casisang, Malaybalay City

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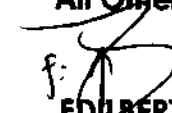
**DIVISION MEMORANDUM**

No. 386 s. 2017

**TO:**

**Chief Education Supervisors and Staff, SGOD and CID  
Unit and Section Heads  
All Others Concerned**

**From:**

  
**EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

DepEd-MALAYBALAY CITY DIVISION

**RELEASED**

AUG 10 2017

Date: \_\_\_\_\_ Time: 4:20

By: PCU

**Date:** July 27, 2017

**Subject: SUBMISSION OF TRAINING DESIGN AND PPMP**

1. In compliance to DepEd Order No. 28, s. 2017, Re: "Guidelines on the Allocation and Utilization of the Human Resource Training and Development Funds ", you are hereby informed that the deadline for the submission of the training design is on or before August 25, 2017.
2. For uniformity, Training Designs shall follow the format stipulated in paragraph 2 of Division Order No. 1, s. 2013, Re: Policies and Guidelines in the Administration/Management of the School-Based Training Program.
3. Proponents of Training Designs shall also submit a PPMP and a Training Needs Analysis on the activity to be conducted as a requirement per DepEd Order No. 28, s. 2017 paragraph 6.2 in the Implementing Guidelines on the Allocation and Utilization of the Human Resource Training and Development Funds.
4. Moreover, Training Designs shall be evaluated of its appropriateness and completeness by the respective Section heads prior to submission.
5. For information and strict compliance.

Copy furnished:

Records Unit

SEPS-HRD

TO BE POSTED IN THE WEBSITE