

2022 - 45704



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DEPED MALAYBALAY CITY DIVISION
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BY: _____

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 039, s. 2022

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
All Elementary and Secondary School Heads
All Others Concerned

From:  **VICTORIA Y. GAZO, PhD, CESO V**
Schools Division Superintendent

Date: January 18, 2022

Subject: **SUBMISSION OF 2022 TRAINING/ACTIVITY DESIGN FOR HUMAN RESOURCE DEVELOPMENT PLAN**

1. In line with the crafting of the 2022 Human Resource Development Plan and in compliance with the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) on the pillar of Learning and Development ,this Office hereby directed all the Unit/Section Heads, Education Program Supervisors, Public Schools District Supervisors and Program holders to submit planned of activities for development of personnel in their respective unit, teachers and school leaders on or before **January 25, 2022**.
2. The abovementioned program holders are required to submit Training Design, Work and Financial Plan, Purchase Request and PPMP both hard and soft copy to **Mr. Rex C. Dacanay**, Education Program Specialist II, HRD as indicated on the deadline.
3. Prior to the submission , the program holders shall coordinate to the HRD section regarding the mark up price of item needed in the activity to be indicated in the Purchase Request (PR).



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
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4. Basis of all the trainings/activities shall be taken from the result of the school/office competency development needs assessment/Learning and Development Needs Assessment of teaching and non-teaching personnel.

5. Furthermore, all activities to be conducted in relation to human resource development shall be coordinated to the HRD Section for plotting in the online calendar of activities. Format of the training design can be downloaded at the Division of Malaybalay City Official Website downloadable menu.

6. Should there be queries, contact **WOODROW WILSON B. MERIDA**, Senior Education Program Specialist - Human Resource Development at **09664752094**

Copy furnished:
Records Unit
HRD-WWBM

TO BE POSTED IN THE WEBSITE



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