



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

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 DEPED MALAYBALAY CITY DIVISION  
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**DIVISION MEMORANDUM**

No. 614, s. 2022

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

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

Date: November 17, 2022

Subject: **SUBMISSION OF 2023 ACTIVITY/TRAINING DESIGN FOR HUMAN RESOURCE DEVELOPMENT PLAN UNDER PROGRAM SUPPORT FUND ( PSF )**

1. In line with the preparation of the 2023 Human Resource Development budget under Program Support Fund ( PSF ), this Office hereby directed all the Program holders in the various section/units of Curriculum Implementation Division and School Governance and Operations Division to submit their Activity/Training Designs on or before **November 21, 2022**.
2. The program holders from each respective divisions are required to submit both hard and soft copy of the abovementioned document to **Mr. Rex C. Dacanay**, Education Program Specialist II, HRD as indicated on the deadline.
3. Prior to the submission, the program holders shall follow the price list uploaded in the Training Proponents CY 2023 Group Chat to be indicated in the budgetary matrix. Items that are not in the list shall be coordinated to HRD section for further arrangements.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
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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 or mandated by the Central/Regional Office.
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:  
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**TO BE POSTED IN THE WEBSITE**



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