



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

May 12, 2020

DIVISION MEMORANDUM

No. 122, s. 2020

**SUBMISSION OF THE LIST OF TRAININGS ATTENDED  
FOR THE LAST 3 YEARS**

To: All Public Elementary and Secondary School Heads  
All Others Concerned

1. In consonance with the Civil Service Commission (CSC) goal to upgrade the Human Resource (HR) Systems/ PRIME HR Level 2, (the Division of City Schools-Tagbilaran), this Office hereby requests for the submission of the List of Trainings and Seminars attended by all teachers and School Heads for the past three (3) years. It is further requested to indicate the level of such. (Division, Regional, National).
2. Trainings refer to any development activities that lasts for at least three(3) days or 24 hours.
3. Attached is the template to be filled in by the Learning and Development In charge of the school the soonest time possible. Please send through email to [f\\_tanggaan@yahoo.com](mailto:f_tanggaan@yahoo.com)
4. Immediate dissemination of this Memorandum is desired.

**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

JIAL/MKP/BCL/fct



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