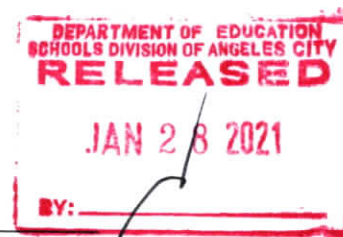




Republic of the Philippines  
**Department of Education**  
Region III  
SCHOOLS DIVISION OF ANGELES CITY



January 27, 2021


**DIVISION MEMORANDUM**

No. 021 s. 2021

**DIVISION MONITORING OF SCHOOL- BASED TRAININGS/ACTIVITIES**

To: Heads of Public Elementary and Secondary Schools



1. The Human Resource and Development Unit will be monitoring all school-based onsite or online trainings/activities starting January 2021.
2. If the school-based training/activity is to be conducted online, a link should be sent to the HRD Unit for monitoring purposes. However, if it is onsite training/activity, the HRD team will directly visit the school.
3. A soft copy of the Activity Report shall be submitted to the HRD Unit via email [sgod.hrd@depedangelescity.com](mailto:sgod.hrd@depedangelescity.com).
4. Attached is the Activity Report template.
5. For further inquiries, you may contact: MS. ARCELY G. GARCIA, Senior Education Program Specialist (SEPS) or MS. VILMA T. ENCISO, Education Program Specialist (EPS II).
6. Immediate and wide dissemination of the contents of this Memorandum is earnestly desired.

  
**MA. IRELYN P. TAMAYO** PhD, CESE  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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	Department of Education Region III <b>DIVISION OF CITY SCHOOLS</b> Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-SGOD-HRD-011 Revision: 00 Effectivity date: 10/31/2018
	<b>ACTIVITY REPORT</b>		Name of Office: <b>SDO Angeles City</b>

## ACTIVITY REPORT

- I. **Rationale**
- II. **Title of the Training/Activity**
- III. **Venue**
- IV. **Date**
- V. **Objectives**
- VI. **Summary/Highlights**
- VII. **Documentation/Pictures**

Prepared:

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