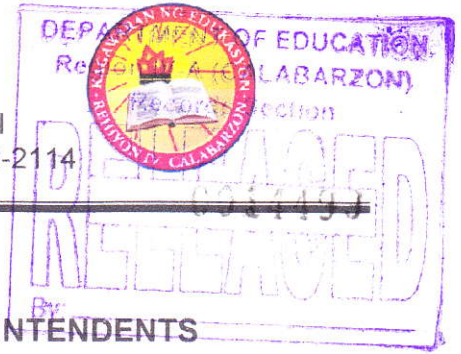





Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal
Email: deped_ro4a@yahoo.com Fax: (02)682-2114



MEMORANDUM

To : ALL SCHOOLS DIVISION SUPERINTENDENTS

From :  DIOSDADO M. SAN ANTONIO
Director IV

Subject : SUBMISSION OF NAMES OF PARTICIPANTS FOR
JANUARY 2015 SEMINAR-WORKSHOPS

Date : December 9, 2014

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The Department of Education is committed to provide the members of its organization with opportunities to:

- link their individual achievements and make a meaningful contribution to the attainment of the organization's Vision and Mission.
- promote individual and team growth, participation and commitment.
- grow professionally and personally.

In this connection, this office requests all Schools Division Offices to submit names of participants for January 2015 Seminar-Workshops using the attached format on or before December 15, 2014 at td_calabarzon@yahoo.com

Immediate compliance to this Memorandum is desired.

HRDD/nls

Received: Joseph
12.10.14
6267

Division: _____

| TRAINING (for January 2015) | PARTICIPANTS | QUALIFICATION STANDARDS |
|--|--|--|
| 1. Workshop on Project Proposal Development | SDOs Training and Development team leader and asst. team leader and other interested team leaders/coordinators of function-based teams | He/she must : -be computer literate -In-charge of training and preparation of project proposal in the SDOs |
| 2. Pre-retirement Seminar-Workshop for Retirees | Prospective retirees | -60 years old and above (EPSs) |
| 3. Seminar-Workshop on Succession Planning and Programming | HRD/T&D Team Leader and Assistant Team Leader | He/she must : -be computer literate -have attended the course on Facilitation and Management of Learning |

Prepared By:

Designation

Noted:

Schools Division Superintendent