

Republic of the Philippines

Department of Education

REGION IX. ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

April 21, 2025

DIVISION MEMORANDUM

No. 233, s. 2025

UPDATING OF 2025 DATABASE OF PERSONNEL WHO ATTENDED TRAININGS, SEMINAR-WORKSHOPS, AND OTHER CAPACITY-BUILDING ACTIVITIES

TO:

Asst. Schools Division Superintendent

Chief Education Supervisors (SGOD and CID)

Public Schools District Supervisors

All School Heads

Administrative Officer V All Others Concerned

This Division

- 1. This Office is updating the 2025 Division Database of Personnel Who Attended Trainings, Seminar-Workshops, and Other Capacity-Building Activities to support effective monitoring and HRD planning.
- 2. All School Heads are directed to accomplish and update the data every month using the prescribed format accessible through this link:

https://tinyurl.com/DapPersonnelDatabase



- 3. Only the School Head is authorized to input and update the data. Updates must be done:
 - o Right after each training attended by any school personnel, or
 - o Consolidated at the end of each month to ensure completeness and timeliness.
- 4. Required information includes:
 - o Name of personnel (Last Name, First Name, Middle Initial)
 - Position level and specialization
 - Training title, date, and other required demographic details as indicated in the template
- 5. Please do not modify the template format to maintain consistency across submissions.
- 6. To ensure timely consolidation, the updated and approved list of teachers and their training records must be submitted to SGOD-HRDS no later than the 5th day of the succeeding month.
- 7. Immediate and widest dissemination of and strict compliance with this memorandum is desired.

Department of Education Division of Dapitan Dity RELEASED 233 DATE

FELIX ROMY A TRIAMBULO, CESO V

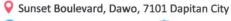
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Schools Division Superintendent 4









(065) 917-5113







School: ____

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LIST OF PERSONNEL WHO ATTENDED TRAININGS, SEMINAR-WORKSHOPS, AND OTHER CAPACITY BUILDING ACTIVITIES

Month: _____

istrict:	No. of Trained Teachers:
Name of Teachers	Title of the Training/s Attended
Teaching-Related	Title of the Training/s Attended
Non-Teaching	Title of the Training/s Attended
epared by:	Approved by:
	School Head















