



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)
  - o Position level and specialization
  - o 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.

**FELIX ROMY A TRIAMBULO, CESO V**  
Schools Division Superintendent





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

School: \_\_\_\_\_  
 District: \_\_\_\_\_

Month: \_\_\_\_\_  
 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

Prepared by:

Approved by:

\_\_\_\_\_

\_\_\_\_\_

School Head