



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the School Governance and Operations Division

Capital Area, Dumaguete City

 www.depednegor.net

 negros.oriental@deped.gov.ph

 SGOD Office (035) 225 - 6180

May 3, 2017

DIVISION MEMORANDUM

No. 219 s. 2017

SUBMISSION OF ACTIVITY COMPLETION REPORT

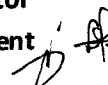
To: Assistant Schools Division Superintendent
Division Education Supervisors
Senior Education Program Specialists/Education Program Specialists (CID & SGOD)
Department Heads
Public Schools District Supervisors/District In-Charge
All Elementary and Secondary School Heads
All Others Concerned

-
1. The Office of the Schools Governance & Operations Division through the Human Resource Development Section requires the submission of Activity Completion Report right after every activity/training starting January 1, 2017.
 2. Please follow attached template for the purpose of uniformity.
 3. For the information, guidance and compliance of all concerned.

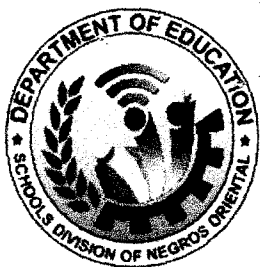


SALUSTIANO T. JIMENEZ, CESO VI

OIC- Office of the Assistant Regional Director
Concurrent, Schools Division Superintendent



STJ/imsm2017/HRDS



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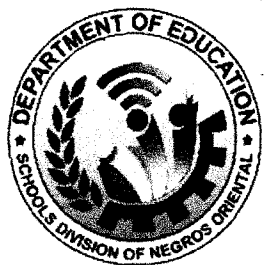
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ACTIVITY COMPLETION REPORT

I. ACTIVITY INFORMATION:	
TITLE:	
DATE:	
VENUE:	
TOTAL BUDGET:	
SOURCE OF FUNDS:	
PARTICIPANTS' DESCRIPTION	
TOTAL NUMBER OF PARTICIPANTS:	
TRAINING/ACTIVITY FOCAL PERSON:	
POSITION:	
STATION:	

II. PARTICIPANTS: (*PLEASE INDICATE THE ACTUAL NUMBER OF PARTICIPANTS DURING THE TRAINING/ACTIVITY)						
	❖ ELEMENTARY		❖ SECONDARY		❖ NON-TEACHING	TOTAL
MALE						
FEMALE						



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III. RECOMMENDATIONS TO IMPROVE THE ACTIVITY/TRAINING:

IV. REQUIRED ATTACHMENTS:

- A. TRAINING/ACTIVITY DESIGN
- B. MEMORANDUM
- C. PROGRAM & MATRIX
- D. ATTENDANCE
- E. TRAINING/ACTIVITY MANAGEMENT TEAM
- F. PICTURES
- G. SUMMARY OF EVALUATION TOOLS

SUBMITTED BY: (FOCAL PERSON)

ENDORSED BY: (DIVISION CHIEFS, DEPARTMENT HEADS, PSDS)

DATE:

DATE: