



Republic of the Philippines
Department of Education
Region VI – Western Visayas
Schools Division of Capiz
Banica, Roxas City

June 15, 2022

DIVISION MEMORANDUM

No. 170 s. 2022

**SUBMISSION AND APPROVAL OF TRAINING COURSE
DESIGN (TCD) AND TRAINING COMPLETION REPORT**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the District
Unit/Section Head/Program Handlers
School Heads
All Teachers Concerned

1. In compliance with the standards set by the Civil Service Commission for the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), this office requires all Professional Development Program proponents to submit their **Training Course Design (TCD) two (2) weeks or earlier** before the scheduled date(s) of the actual training for review and approval.
2. In addition, it is also advised that **Training Completion Report** shall be submitted **one (1) week** after the conduct of the training.
3. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

JUN 15 2022



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