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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023-517

TO :Assistant Schools Division Superintendent – L. Fernando
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Administrative Officer V –

SUBJECT : **UPDATING THE POOL OF TRAINERS FOR NATIONAL, REGIONAL, AND DIVISION PROGRAMS**

FROM : Office of the Schools Division Superintendent

DATE : October 17, 2023

1. To streamline the process of updating the pool of trainers and to maintain a readily accessible and up-to-date resource, a template has been created for the identification and update of trainers designated for national, regional, and division programs.

2. The template for updating the pool of trainers can be downloaded through the following links:
   - https://bit.ly/SDOAC_NationalTrainers
   - https://bit.ly/SDOAC_RegionalTrainers
   - https://bit.ly/SDOAC_DivisionTrainers

3. The template must be accomplished and signed by the concerned personnel before submitting to the Schools Division Office.

4. Additionally, please ensure that the information on the sponsor and/or source of training is filled-in to verify that trainers are adequately prepared for their roles in national, regional, and division-wide programs.

5. Deadline of submission is on or before October 24, 2023.

6. For your information, guidance, and compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

With hundred reasons to serve!

NATIONAL LEVEL

POOL OF TRAINERS
2018-2023

NAME	OFFICE / SCHOOL	LEARNING AREA / PROGRAM / PROJECT	GRADE LEVEL (if applicable)	SPONSOR / SOURCE OF TRAINING	REMARKS

Prepared by: _____

Approved:

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent
With hundred reasons to serve!

REGIONAL LEVEL

POOL OF TRAINERS
2018-2023

NAME	OFFICE / SCHOOL	LEARNING AREA / PROGRAM / PROJECT	GRADE LEVEL (if applicable)	SPONSOR / SOURCE OF TRAINING	REMARKS

Prepared by: _____

Approved:

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

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DIVISION LEVEL

POOL OF TRAINERS
2018-2023

NAME	OFFICE / SCHOOL	LEARNING AREA / PROGRAM / PROJECT	GRADE LEVEL (if applicable)	SPONSOR / SOURCE OF TRAINING	REMARKS

Prepared by: _____

Approved:

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