



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 880, s.2017

October 15, 2017

ACTIVITY COMPLETION REPORT

To: **SDO PERSONNEL**
PUBLIC ELEMENTARY AND JHS/SHS SCHOOL HEADS
PUBLIC SCHOOL TEACHERS

1. Travels, be it for training or business transaction, are great opportunities for learning. Training activities, if properly utilized, are good venues for improvement in the office/school procedures and processes aside from achieving personal transformation.
2. To monitor the proper utilization of the various travels in the division and schools, it was discussed and agreed during the latest Management Committee (ManCom) meeting held on October 26, 2017 at Arnaldo's Hotel and Restaurant, to submit training/travel reports to the office of the Schools Division Superintendent (SDS), every after attendance to any activity (training, seminar, orientation, summit, workshop, meeting outside of the division/school, monitoring of schools, etc.).
3. It was deemed important for the SDS to know the nature of the activities attended by the division personnel, and public school heads and teachers, their outputs during the activity, and their plan of actions of cascading the benefits of the activity in their workplace were also necessary. It is also one way of monitoring and ensuring the application of their learnings to the appropriate beneficiaries.
4. Attached are the templates (according to the approving signatories) to be used, and to be submitted to the office of the SDS **every after each activity**. The same template shall be used for the reimbursement/liquidation of expenses report which is submitted to the accounting office.
5. For two or more persons attending the same activity, a joint completion report is allowed provided that it details not just one but all of the participants' learnings, outputs and plans.
6. The use of this template, both for the SDS and accounting office, shall start with all travel activities made on **November 2017**.
7. The above mentioned templates can be downloaded at www.depeddigoscity.org, click **Resources** then select **Downloads**.
8. Wide and immediate dissemination of this memorandum is earnestly desired.


WINNIE E. BATOON, Ed.D. *ey*
Officer in Charge

Office of the Schools Division Superintendent
DepEd Schools Division Office - Digos

RELEASED
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Date: 08 NOV 2017 Time: 9:22

cc: Nov. 7, 2017; Activity Completion Report



Department of Education
 Region XI
Schools Division Office of Digos City
 Roxas St. corner Lopez Jaena St., Zone II, Digos City



ACTIVITY COMPLETION REPORT

Date	Title of the Activity	Venue	Training Objectives	Issues and Concerns discussed during the activity	Outputs	Call to Action/ Next Steps/ Entry Plan/Proposal

Prepared by:
 Name & Signature of the Teacher
 Position

Approved by:
 Name & Signature of the School Head
 Position



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Prepared by:
Name & Signature of the School Head
Position

Approved by:
Name & Signature of the Public Schools District Supervisor
Position