



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

24 Aug 2023

DIVISION MEMORANDUM
OSDS No. **108**, s. 2023

SUBMISSION OF PROFILE OF INTERNAL AND EXTERNAL TRAINERS

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Section/Unit Heads
Public Schools District Supervisors
Education Program Supervisors
All Others Concerned

1. Aligned with the Schools Division Office's pursuit of attaining the Program in Institutionalizing Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Maturity Level II Bronze Award, our commitment to enhancing the provision of Learning & Development as a foundational component of Human Resource operations remains steadfast.
2. Relative to this, the office shall update the Learning Service Provider Management System database for the Internal and External Trainers.
3. This Learning Service Provider Management System aims to:
 - a. provide assistance in the learning needs assessment process of the division;
 - b. serve as a tool in providing continuous professional growth to all personnel in the division who seek PD programs and courses; and
 - c. ensure the quality of provision of learning interventions.
4. Further, Education Program Supervisors and Designated Program Holders/ Coordinators/Focal Persons are hereby directed to submit the updated list and profile of internal and external trainers for their respective specialization/program.
5. Please refer to the following enclosures:
 - a. Enclosure No. 1: Resume of the Trainer/Facilitator
 - b. Enclosure No. 2: List of Internal Learning Service Provider
 - c. Enclosure No. 3: List of External Learning Service Provider
6. Electronic copy of the enclosures is available at the office of the Quality Management Representative.

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



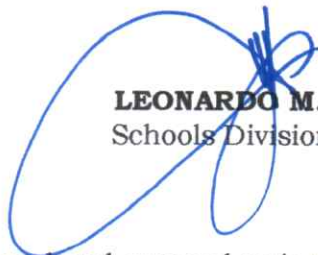
Address: Alunan Avenue, City of Koronadal, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





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7. Deadline for submission will be on **September 04, 2023**.
8. For any inquiry regarding this memorandum, personnel concerned are advised to contact Personnel Section through telephone number 228-3742.
9. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA CESE
Schools Division Superintendent

NHT/DM- updating of profile of internal and external trainers
0000/August 24, 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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School:

Address:

Academic Honor (if any):

Course:

Inclusive Years :

School:

Address:

High School

School:

Address:

Inclusive Years:

Academic Honor (if any):

Elementary

School:

Address:

Inclusive Years:

Academic Honor (if any):

ELIGIBILITY

Examination Title	Date of Examination	Place of Examination

WORK EXPERIENCES

Designation:

Name of Office:

Inclusive Dates:

Years in Service:

Address:

Designation:

Name of Office:

Inclusive Dates:

Years in Service:

Address:

Designation:

Name of Office:

Inclusive Dates:

Years in Service:

Address:

Designation:

Name of Office:

Inclusive Dates:

Years in Service:

Address:

Continue on separate sheet if necessary

SEMINARS/ TRAININGS ATTENDED AS TRAINER/LEARNING FACILITATOR/RESOURCE SPEAKER (Start from the latest at least within 5 years)

TITLE	INCLUSIVE DATES		TOPIC	SPONSORING AGENCY

SEMINARS/ TRAININGS ATTENDED

TITLE	INCLUSIVE DATES		SPONSORING AGENCY

I declare under oath that this Resume' has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

Name and Signature

PRC ID

(front side only)



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LIST OF EXTERNAL LEARNING SERVICE PROVIDER

Subject / Program: _____

NO.	NAME TRAINER/ ORGANIZATION / AGENCY/ COMPANY	ADDRESS	CONTACT NO.	EMAIL ADDRESS	TRAINING SERVICES OFFERED	POTENTIAL PARTICIPANTS
	sample					
	KATHRINA STA. MARIA	MANILA CITY	0905XXXX	KATHRINA@YAHOO.COM	Quality Management System	All SDO Personnel
	Department of Budget and Management XII	Koronadal City	083xxxx	dbmxii@yahoo.com	Procurement RA 914	BAC Members, Secretariat...

Prepared by: _____

Designated Program Holders / Coordinators / Focal Persons

SPOSC-SGOD-HRD-LELSP-v1.0r0.0, effective 07/15/2021



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