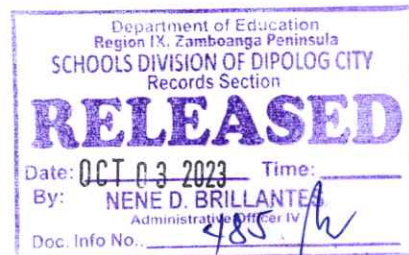




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



October 2, 2023

**DIVISION MEMORANDUM**

No. 485, s. 2023

**SUBMISSION OF TRAINING PROGRAM /  
COMPLETION REPORT**

TO: All Program Owners/Activity Proponents  
This Division

1. As provided in NEAP Training Program Standards specifically in Item #7 on Application and Operationalization of Standards, all training programs conducted by the different offices shall accomplish a **Program Completion Report** using the NEAP prescribed format. Subsequent processing and approval of training programs submitted for evaluation to the QAD/HRDD (SMME/HRDS) will be subject to compliance with this report.

2. Anent this, you are directed to submit said report on or before October 20, 2023 - for all training programs conducted from December 2022 up to present.

3. For immediate dissemination and compliance.

**MA. LIZA R. TABILON, Ed.D., CESO V**  
Schools Division Superintendent

