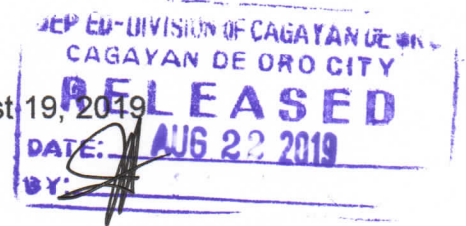


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF CAGAYAN DE ORO
Fr. William Masterson Road
Upper Balulang, Cagayan de Oro City



August 19, 2019



Division Memorandum
No. 653 s. 2019

BACK TO OFFICE REPORT

To: Public Elementary and Secondary School Heads
OSDS Personnel
CID Personnel
SGOD Personnel
All other concerned teaching and non teaching personnel

1. Relative to the effective implementation, delivery and monitoring of trainings/workshops/conferences, the field is hereby advised to submit a Back To Office Report on the different official trainings, conferences, seminars, workshops and other related activities attended.
2. The said report should be submitted not later than five (5) working days after the activity.
3. The Back To Office Report is also required when attending one day activities such as orientations, FGWs, FGDs and other similar activities.
4. Attached is the template of the report.
5. For compliance.

JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent



BACK TO OFFICE REPORT

Date Submitted: _____

Date of Workshop: _____

Venue: _____

Name of Activity _____

Central/Region/Division _____

Office/School _____

Other Participants from DepEd:

Other Agencies that participated in the
Training/Conference/Workshop:

Purpose/Objective of the Training/Conference/Workshop:

Highlights of the Training/Conference/Workshop:

Insights/ Lessons Learned:

(Brief description on how the lessons learned can be applied to DepEd.)

Recommendations/ Actions that need to be taken:

Prepared by:

(Signature over Printed Name)

Designation

Noted by:

(Signature over Printed Name)

Head of Office