



Republic of the Philippines
Department of Education
 Region II – Cagayan Valley
 Schools Division of Nueva Vizcaya

08 August 2024

DIVISION MEMORANDUM
 No. **306**, s. 2024

SUBMISSION OF COMPLETION REPORTS RE SCHOOL-BASED TRAINING OF TEACHERS (SBTT) RE MATATAG CURRICULUM

To: Assistant Schools Division Superintendent
 School Governance and Operations Division Chief
 Curriculum Implementation Division Chief
 Public Schools District Supervisors/District In-Charge
 Public Elementary and Secondary School Heads
 All others concerned

- Relative to the conducted School-Based Training of Teachers (SBTT) last July 22-26, 2024, this Office calls for the submission of completion reports from all districts and secondary groups (north and south), **ON or BEFORE August 14 (Wednesday), 2024, 12NN.**
- The reports must be in **two sets**: (1) print and (1) softcopy, to wit:

SET	TYPE	ACCESS POINT	SUBMISSION
1	Print/ Hardcopy, with attached screenshot of softcopy submission	DOWNLOAD the forms / templates to be accomplished at: <u>https://shorturl.at/qBp38</u>	Transmit to the Office of the SDS, Attn. Office of the SGOD Chief, through HRD Section
2	Softcopy (in ONE folder, containing all needed forms, individually- saved as pdf, EXCEPT the excel forms)		Upload to your respective district/group folder at: <u>https://shorturl.at/BrJ7H</u>



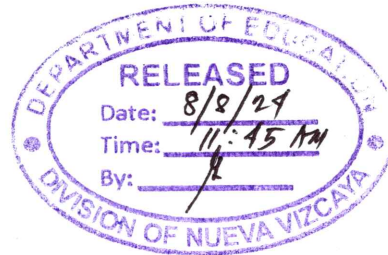
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Website: www.deped-nv.com.ph

3. All accomplished forms/templates requiring signatures but **not signed** are **not valid**.
4. For guidance, information and strict compliance.



ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

08-2024-204



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