



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 15, 2025

DIVISION MEMORANDUM
No. 0013, s. 2025

REQUIREMENTS FOR THE PROFESSIONAL DEVELOPMENT COMPLETION REPORT

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Chief Education Program Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads
Division Section Heads
All others concerned

1. In line with the commitment of the Schools Division of Davao del Norte to streamline and standardize reporting processes, this Office informs all schools and offices of the updated requirements for the Professional Development Completion Report.
2. Upon the completion of Professional Development Programs, the following reports are required:
 - a. **Division-Led and District-Led PD Programs:** Submission of both the **Terminal Report** and **PD Completion Report**, along with the necessary attachments for review and approval.
 - b. **School-Based PD Programs:** Only the **PD Completion Report** is required.
3. Here is the list of required documents and attachments for both the **Terminal Report** and **PD Completion Report** as a guide.

| Terminal Report Attachments | PD Completion Report Attachments |
|---------------------------------------|---|
| Narrative Report | PD Program Completion Report |
| Photo Documentation | PD Program Documentation |
| Memorandum | Inception Plan |
| Attendance Sheet/s (Gendered) | Evaluation Report |
| Approved Activity / Training Design | |
| Activity Request | |
| Program of Activities | |
| Summary Result of the Post Evaluation | |

4. The updated Terminal Report template is now accessible and downloadable via the following link: <https://tinyurl.com/DavNor-Terminal-Report>. Please use this template for all relevant submissions.
5. Furthermore, before submitting the Completion Report and/or Terminal Report for review and approval, the **Pre-Submission Online Form** must be accomplished via the following link: <https://tinyurl.com/Online-TerminalReport-DavNor>.

6. In participating in the different programs and activities, the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
7. Immediate dissemination and compliance of this Memorandum is desired.




REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

SGOD/jaam