



Code	SDO-CV-016	Revision	0	Effectivity	April 1, 2019
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2019.07.18.0516



July 16, 2019

OFFICE MEMORANDUM

No. 20, s. 2019

DESIGNATION AS ASSISTANT TO THE HUMAN RESOURCE TRAINING & DEVELOPMENT IN- CHARGE IN THE TRAINING NEEDS ASSESSMENTS (TNA)

To: **LYZLE A. ABREGANA**
PDO I

- 1) Please be informed of your designation as Assistant to the Human Resource Training and Development (HRTD) In- Charge in the conduct of this Office Training Needs Assessments (TNA) for both teaching and non- teaching personnel.
- 2) In effect, please be guided on your role and responsibilities, to wit;
 - a. Assist in facilitating the TNA;
 - b. Assist in analyzing the results of the TNA;
 - c. Assist in facilitating the conduct of Division initiated trainings.
- 3) This designation shall remain in force until the Education Program Specialist II for HRTD shall be hired and this does not carry with it additional remuneration nor priority in promotion.
- 4) For information, guidance and strict compliance.

REYNANTE A. SOLITARIO, Ed.D
 OIC, Schools Division Superintendent

Copy Furnished

ISO Secretary, Lead Auditor and SEPS M & E

Enclosed: as stated

ISOsec

Fn: Memo_ ISO Designation Abregana

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