



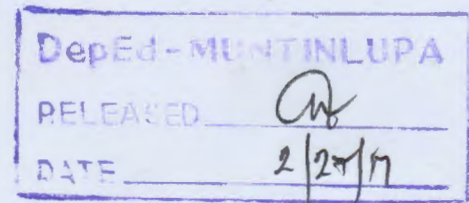
Republic of the Philippines  
Department of Education  
National Capital Region

**SCHOOLS DIVISION OFFICE**  
**CITY OF MUNTINLUPA**

February 23, 2017

**MEMORANDUM**

To: ALL CITY-PAID EMPLOYEES



**SUBMISSION OF PHOTOCOPY OF CERTIFICATES OF SEMINARS/TRAINING ATTENDED  
FOR THE YEAR 2013 - 2016**

You are hereby requested to submit photocopy of Certificates of Seminars/Training attended for the Year 2013-2016 on or before February 28, 2017 at the Records Office.

See the attached letter of **Atty. Roderick B. Tagnia**, OIC-Head, City Human Resources Management Department (CHRMD) for further information.

For strict compliance.

  
**MAURO C. DE GULAN, Ed. D.**  
Schools Division Superintendent







Republic of the Philippines  
**City Government of Muntinlupa**  
 CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



TO : **ALL EMPLOYEES**

FROM : **Career Development & Advancement Division**  
 CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT

Date : **February 13, 2017**

RE : Request for Certificates of Training and Seminars Attended  
 For Year 2013 to Year 2016

Based on the 2015 HR Prime Maturity Level Assessment Report, particularly in the Learning and Development System of City Human Resources Management Department our agency mandate is to prioritize learning and development of employees of City Government of Muntinlupa.

In developing learning design, there is a need to gather and analyze data to determine **what training needs to be developed** to help employees and the organization accomplish their goals and objectives.

With the creation of database of training per employee, we can define "performance gaps" such as technical competencies, leadership competencies, coaching and mentoring competencies, behavioral competencies and frontline competencies for staff, supervisor and managerial positions. Furthermore, it will help us realign the duties and responsibilities of each employee to achieve job compatibility.

In line with this matter, we are requesting everyone to submit a photocopy of your certificates of training and seminars attended from **Year 2013 to Year 2016 on or before 28<sup>th</sup> of February.**

Please fill up the **attached form** which will serve as the cover sheet of your consolidated certificates of attended learning seminars.

Thank you for your cooperation.

**DIVISION OF CITY SCHOOLS**

RECEIVED \_\_\_\_\_

DATE 2/21/17

TIME 10:37A

**CITY OF MUNTINLUPA**



TRAINING PROGRAMS

Republic of the Philippines  
**City Government of Muntinlupa**  
**CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT**



By:

*[Signature]*  
**MA. ROSARIO M. MAGBOO, Rpm**  
 Administrative Officer IV  
**CAREER DEVELOPMENT & ADVANCEMENT DIVISION**

Reviewed by:

*[Signature]*  
**JOEL A. GAVIOLA**  
 Supervising Administrative Officer  
**CAREER DEVELOPMENT & ADVANCEMENT DIVISION**

Approved by:

*[Signature]*  
**ATTY. RODERICK B. TAGNIA**  
 Officer-in-Charge  
**CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT**





