



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

OCT 12 2026

OFFICE MEMORANDUM

HRDD-2026- 013

**TRACKING OF ALL TRAININGS AND PROFESSIONAL DEVELOPMENT
ACTIVITIES OF THE REGIONAL OFFICE**

To: Assistant Regional Director
Regional Functional Division Chiefs
Unit Heads
All Others Concerned

1. To facilitate the systematic **Monitoring and Reporting of all Trainings and Professional Development (PD) Activities** conducted by the Regional Office, all functional divisions and units are directed to report their respective activities starting **January 2026**.
2. Each Regional Office Functional Division shall designate one (1) personnel as Training/PD Focal Person-Encoder who shall be responsible for encoding, updating, and validating the division's training and PD activities through the prescribed tracking system.
3. The following information shall be provided for each activity: title of training/activity, date and venue/platform, implementing division/unit, number of participants by male and female, position/designation of participants, office/SDO represented, fund source, allocated and utilized budget, major outputs, and status/remarks.
4. The initial submission shall cover all trainings and PD activities conducted from January 2026 up to the present. Thereafter, the designated Focal Person-encoders shall update the same tracking link every month. Divisions with no activity for the month shall indicate "No Activity."
5. The encoding shall be made through the following tracking link: <https://tinyurl.com/mv6hkdpb>. The designated Focal Person-Encoder shall ensure that all entries are complete, accurate, and updated.



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6. The Human Resource Development Division (HRDD) shall consolidate and monitor the submitted information for regional reporting, planning, budgeting, and management purposes.
7. For further queries, contact Katherine Y. Sedillo, Chief Education Supervisor, at +639156195574 or Joe Marie C. Dolino, OIC-EPS, at +639391825379 of the Human Resource Development.
8. Immediate dissemination of and compliance with this Memorandum are directed.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: NONE
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

MONITORING AND REPORTING

PROFESSIONAL DEVELOPMENT

JMCD/HRDD-OM-TRACKING OF TRAININGS AND PROFESSIONAL DEVELOPMENT ACTIVITIES
15/October 7, 2026



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