



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
Superintendent

October 2, 2023

DIVISION MEMORANDUM

No. 838, s. 2023

**CLARIFICATIONS ON THE SIGNATORIES OF PAWIM FORM FOR TRAINING  
DESIGNS AND ACCOMPLISHMENT REPORT OF SCHOOLS**

To: Public Schools District Supervisors  
District Coordinating Principals  
Administrative Officers  
Concerned Personnel This Division

1. In adherence to the agreements during the conduct of the entrance conference with the Auditors of the Commission on Audit for DepEd Division of Davao de Oro, this Office instructs all schools to use the prescribed PAWIM Form for the training design/proposal including the accomplishment report and follow the signatories as stipulated in the enclosures.
2. All schools shall align their learning and development interventions like training for teachers and school leaders to the DepEd strategic HRD plan as stipulated in DepEd Order No. 30 s. 2021 entitled "*Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders*" and the Division Human Resource Development Plan CY 2023 which was based on the results of the Training Needs Assessment.
3. All Designs for PAPs at the school level shall be signed and approved by the school head following the above-named guidelines.
4. Immediate and wide dissemination of this Memorandum is desired.

**CRISTY C. EPE**

Schools Division Superintendent

Encl.: As stated

Reference:

FN: DCA\_clarifications signatories of school training designs and accomplishment



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: davaodeoro@deped.gov.ph  
Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 3



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

---

**Office of the Schools Division  
Superintendent**

Enclosure A:

**SIGNATORIES OF SCHOOL TRAINING DESIGN/PROPOSAL**

Prepared by:

Teacher/Program In-charge/Focal Person

Date:

Noted:

Immediate Superior/Program or Activity  
Head/Department Head

Date:

Recommending Approval as to Purpose:

Assistant School Principal/Head Teacher/Master Teacher/Immediate Superior

Date:

Reviewed by:

Administrative Officer II/Assistant School  
Principal/Head Teacher/Master  
Teacher/Immediate Superior

Date:

Recommending Approval as to Content &  
Availability of Fund:

District/School ADAS

Date

Approved:

Principal/Teacher In-charge/School In-charge/Officer-In-Charge

Date:



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	2 of 3



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

---

Office of the Schools Division  
Superintendent

Enclosure B:

**SIGNATORIES OF SCHOOL ACCOMPLISHMENT REPORT**

Prepared by:

Teacher/Program In-charge/Focal Person

Date:

Recommending Approval:

Immediate Superior/Program or Activity  
Head/Department Head

Date:

Approved:

Principal/Teacher In-charge/School In-charge/Officer-In-Charge

Date:



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	3 of 3