



14 November 2016

**MEMORANDUM NO. 298**

Series of 2016

**T O: Vice Presidents, College Deans, Directors, Academic/Unit Heads and Other Supervisors Concerned**

**R E: Submission of List of Trainings and Seminar Workshops Attended and the Change/Improvement of Services as a Result thereof**

As part of our preparation for the assessment and evaluation of the effectiveness of the university's faculty and staff development activities by CSC, ISO accreditation and upcoming institutional accreditation, all department/office heads and center directors are directed to submit to the PRPEO on or before November 16, 2016 a list of trainings attended by faculty and staff and a report as to the activities conducted after the training and most important is the change or improvement of the services which can be attributed due to the attendance of said training. Attached is the template to be filled up per faculty and staff. Those who had no chance to attend a particular training or seminar workshop need not be included in this report.

Due to the importance of this report, the PRPEO is directed to monitor submission by the different offices/units and centers, to consolidate the data as reported and to submit the consolidated report to this office, copy furnished the ODAHRD, OVPI, OVPAF and QAC.

For strict compliance.

  
**EDGARDO E. TULIN**

✚ President

SAMPLE ONLY

REPORT AS TO ATTENDANCE TO TRAININGS & SEMINAR-WORKSHOPS,  
THE ACTIVITIES CONDUCTED UPON RETURN AND THE IMPROVEMENT NOTED IF ANY

Department/Office: VSU Hospital

Name of Employee: Ms. XXXX

<b>Title of Training/ Seminar Workshop</b>	<b>Conducted by:</b>	<b>Date</b>	<b>Activities Conducted After Attendance</b>	<b>Improvement Noted as a Result of said Attendance</b>
Training on new policy against smoking ( <i>hypothetical only</i> )	DOH & Civil Service Commission	January 1-2, 2012	Re-echo seminar among male employees at CCE, February 2, 2016	Xxx (to indicate if there is any improvement noted)