



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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DepED DIVISION OF BAGUIO CITY
 SEP 08 2016
 RELEASED



DIVISION MEMORANDUM
 No. 257, S. 2016

Division Implementation Training Team (DITT)

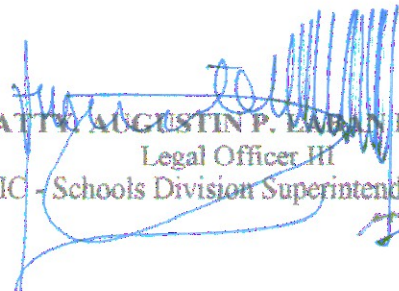
To: Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary & Secondary School Heads
 To All Others Concerned

1. In order to meet the Professional Development Needs and deliver quality trainings to both teaching and non-teaching staff in the Division, the SGOD organized the Division Implementation Training Team (DITT) and have identified specific personnel in charge.
2. All trainings proposed in the division should have the following Training team or committee to oversee and ensure quality implementation, guided by the terms of reference for proper delegation of roles and responsibilities together with the assigned personnel or employees.

Training Team / Committee Members	Terms of Reference (Roles and Responsibilities)	In-Charge
Over-all Training Manager	<ul style="list-style-type: none"> - Schedule a day for pre-planning meeting - Set roles for trainer and staff. - Prepare matrix. - Draft, review memo, organization of host teams, sets training norms. - Ensures that required/needed resources are available 	Proponent
Class Manager	<ul style="list-style-type: none"> - Serves as class adviser. - Provides technical support - Checks CD assignments and schedule of presentation of participants. - Regulates time management. - Introduces facilitators on board. - Posting of action blocks in designated learning areas, introduces speakers. - Prepare parking lots - Conducts leveling of expectations. - Submits the class documentation report. - Makes announcement on food and management concerns. - Oversees checking of attendance; venue of daily lessons. 	If SGOD initiated - Anybody from SGOD to be assigned by the Proponent If CID Initiated - Anybody from CID to be assigned by the Proponent
QAME	<ul style="list-style-type: none"> - Conducts daily evaluation, and post evaluation - Consolidates results of evaluation as required by NEAP CO. - Ensures that all evaluation materials and equipment are available. 	Sharon Christianie Castillo EPS II – SMM&E

	<ul style="list-style-type: none"> - Ensures that evaluation results are available and leads the debriefing using the evaluation results. - Submits to the Training Manager the QAME Results on Time. 	
POA	<ul style="list-style-type: none"> - Conducts Process Observation analysis - Consolidates results of evaluation as required by NEAP CO. - Ensures that all evaluation materials and equipment are available. - Ensures that evaluation results are available and joins the QAME in the debriefing using the evaluation results. - Submits to the Training Manager the POA Results on Time. 	Any of the Division Trained NEAP Facilitators
Facilitator and Resource Speaker	<ul style="list-style-type: none"> - Attends the meeting of trainers and program management team on roles and responsibilities. - Makes final check on the resource package, power point, handout for use of training. - Conducts the session thoroughly. - Participates in briefing and debriefing. - Takes responsibility to inform program management team of major changes in sessions/activities - Reads posted notes and encourages participants to maximize the use of the learning structures posted on the wall. - Checks and affix signature in the output of participants done in their sessions. - Checks if participants received their reading materials. 	
Support Staff / ICT	<ul style="list-style-type: none"> - Venue booking. Plenary hall - Turn over technology, handouts, materials, music to be used to the class manager - Coordinate with the class manager on the completeness of materials to be used and checks the CD presentation of participants for technical assistance. - Signage's, tarps are placed in venues before the start of the planning. - Ensures that cleanliness and orderliness of venues are done. - Validates head count of participants. - Back up e-copies of documents. - Ensures that all names to be placed in the certificates are correct and submitted early to the class manager for checking; prepare certificates. - Acts as registration or attendance officer. 	<p>Photo Documentation/ ICT ONLY: Mr. Harris Dizon Jr. Mr. Josef Oliveros Mr. Lester Libangen</p> <p>Other duties: If CID initiated: 2 EPS or PSDS</p> <p>If SGOD Initiated: 2 EPS II</p>

3. Immediate dissemination of this memorandum is desired.


ATTY. AUGUSTIN P. LAGAN III
 Legal Officer III
 OIC - Schools Division Superintendent