



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-Off, Baguio City  
Tel. No.: 446-0275 Fax: (074) 442-7819



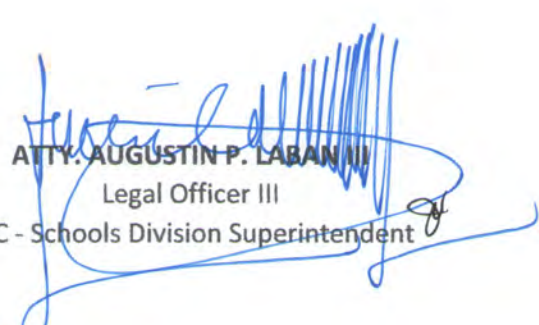
Office of the Superintendent  
DIVISION MEMORANDUM  
No. 259 S. 2016

SEP 07 2016  
**RELEASED**  
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### **Division Training Proposal Format and Accomplishment Report Attachments**

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

1. Pursuant to DO 32, s. 2011, Re: Policies and Guidelines on Training and Development (T&D) Programs and Activities, DepEd has reviewed and reformulated policy guidelines on designing T&D programs for its personnel and staff which is also in consonance with other concerned agencies.
2. The National Educators' Academy of the Philippines (NEAP) which is the training arm of DepED has developed training designs and programs for Division Supervisors, School Heads and Teachers. Hence, in line with the Region and Division Master Plan for Professional Development (PPD), these training designs are expected to be adopted/adapted to support the provision of quality professional development activities to respective client groups.
3. To guide T & D proponents in schools following the activity flow set by the division, a T & D format is hereby standardized in conformity with NEAP guidelines.
4. Consequently, all training programs to be conducted in schools, district and division are advised to follow the attached format on:
  1. Training Proposal
  2. Training Matrix
  3. Budget Requirement
  4. Training Accomplishment Report
5. Training proponents for the upcoming In-Service Training (INSET) this October may start formulating their proposals following this format. A one- day orientation will be conducted before the start of the INSET to present the implementation and post implementation processes. (Memo on this will follow if finalized).
6. Immediate and widest dissemination of this memorandum is desired.

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

Annex A: **TRAINING PROPOSAL FORMAT**

- I. Title
- II. Inclusive Dates
- III. Venue
- IV. Participants
- V. Rationale
- VI. Objectives
- VII. Methodology
  - Pre-implementation

Schedule / Date	Activity	Person in-charge	Logistics

■ Short list of Training Resource Speakers

Name of Resource Speakers/ Qualifications	Specific Topic Title	Session Number

■ Implementation

- This is already the training matrix for the proposal, just write: PLEASE SEE ATTACHED TRAINING MATRIX.
- Training matrix should be written in the next page, for it needs to be signed if approved at the bottom of the page.

■ Post-Implementation

Schedule / Date	Activity	Person in-charge	Logistics

Annex B: **TRAINING MATRIX**

TRAINING MATRIX			
DAY ____			
Time/ SESSION No.	Activity	Speakers / In-charge	Outputs

**School Training Proposal Signatories for training matrix:**

Prepared by: *Proponent*  
 Funds Available: *Book Keeper*  
 Noted by: *School Head / TIC/ HTIC*  
*PSDS*  
 Recommending Approval: *CID or SGOD Chief*  
 Approved: *SDS*

**District Training Proposal Signatories for training matrix**

Prepared by: *Proponent*  
 Funds Available: *Budget Officer*  
 Noted by: *PSDS*  
 Recommending Approval: *CID or SGOD Chief*  
 Approved: *SDS*

**Division Training Proposal Signatories for training matrix**

Prepared by: *Proponent*  
 Funds Available: *Budget Officer*  
 Recommending Approval: *Immediate Supervisor*  
 Approved: *SDS*



**Annex C: BUDGETARY REQUIREMENTS**

A. Request to purchase / rent

Source of Fund: \_\_\_\_\_

A.1 Materials

Item Description	Number of Items	Unit	Price Per unit	Total
<b>Overall Total</b>				

A.2 Food

Snack		Breakfast	Lunch	Dinner	Number of days	Amount per pax in _____ days	Number of participants and training team	Overall Total
AM	PM							
<i>Amount</i>	<i>Amount</i>	<i>Amount</i>	<i>Amount</i>	<i>Amount</i>		<i>amount</i>		

A.3 Venue

Day 1 (Date)	Day 2 (Date)	Day 3 (Date)	Overall total
<i>Amount</i>	<i>Amount</i>	<i>Amount</i>	

B. Equipment to request / to borrow

Source: \_\_\_\_\_

Equipment Description	Number of equipment	Person In charge

Budgetary Requirement Signatories:

Prepared By: Proponent

Budget Available: Budget Officer / Book Keeper

VIII. Monitoring and evaluation

Note: Please see enclosure 1 and 2

IX. Training Team / Committees

Resource Speakers: \_\_\_\_\_

Facilitators: \_\_\_\_\_

Evaluation Committee

Process Observation Analysis (POA) \_\_\_\_\_

Quality Assurance and Monitoring Evaluation (QAME) \_\_\_\_\_

(Roles of the Evaluation Committee will be discussed during the division orientation to be scheduled before INSET).

Technical Committee

ICT technical support: \_\_\_\_\_

Attendance / registration officer: \_\_\_\_\_

Planning Committee:

Class Managers:

Modules and Resources:

Annex D: **ACCOMPLISHMENT REPORT FORMAT OF TRAINING CONDUCTED**

- A. Cover Letter
- B. Copy of Proposal
- C. Memorandum (if there is any)
- D. Monitoring and evaluation summary of results

Note: Please see enclosure 3 and 4

- E. Narrative summary / highlights
  - Pre Implementation
  - Implementation
  - Post training Action plan

Date	Activity	Specific Objective	Person/s in charge	Expected Output

- F. Financial report (especially if there is registration involved)

- Heading – title of training, date of implementation, and venue

Date	Name	School/ office	Designation	OR Number	Amount
Overall Total					

- G. Session Guides used during the training

- 4 A's (Activity, Analysis, Abstraction, Application)

Heading: Title and date of training

Session Title	
Duration	
Target Participants	
Link to the previous session/ topic	
Link to the next session/ topic	
Learning Objectives	
Key Understandings	
References	

Stage/step/phase and Methodology	Key Points	Tools/Materials/ Resources	Slide Number	Time Allotment

- H. Attendance
- I. Picture documentation

<b>Guidelines</b>	<b>Training Proposal</b>	<b>Accomplishment Report</b>
Number of copies	Three (3)	Three (3)
Packaging	Stapled One brown envelope	Three Long Brown Folders  Front folder cover should contain the heading, title of proposal, date of proposal implementation, name of proponent  Ear tabs
Paper size	Long bond paper	Long bond paper
Date of submission		After five to ten working days from the last day of training implementation
Submission	Letter noted by the immediate head of the proponent addressed to the PDC Chairman, Dr. Elma D. Donaal, for appropriate action.	First folder - addressed to the accounting section Second folder- addressed to the HRD-SGOD Third folder – personal copy





Enclosure 1

### PROGRAM SESSION EVALUATION

GENERAL INFORMATION			
NAME:		SCHOOL:	
TITLE OF TRAINING		DISTRICT	
REGION		LEARNING AREA	
DIVISION		CLASS SECTION	
LEARNING SERVICE PROVIDER		NUMBER OF PARTICIPANTS	
VENUE		NUMBER OF TRAINERS	
INCLUSIVE DATES		DATE EVALUATED	

Session: (Please Check) Day: 1 \_\_\_\_\_ 2 \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

1. Session CONTENT	Strongly Disagree	Disagree	Agree	Strongly Agree
▪ Objectives were presented				
▪ Activities were congruent to objectives				
▪ Substantial input was given				
▪ Key messages were clear				
▪ Objectives were achieved				
<b>2. Session PROCESS</b>	<i>How was the session conducted?</i>			
▪ Methodology was appropriate for adult learners				
▪ Participants were engaged				
▪ Stimulating questions were asked				
▪ Workshop output was processed (if any)				
<b>3. Provision of Materials</b>				
▪ Materials were clear and useful				
▪ Power point presentations supported the flow of the sessions.				
▪ Program management team was courteous and efficient.				
▪ Program management team was responsive to the needs of the participants.				
<b>3. Session ATMOSPHERE (This refers to the participants)</b>	<i>What was the general environment in the group?</i>			
Informal				
▪ Formal				
▪ Low energy				



▪ High Energy				
▪ Hostile				
▪ Supportive				
▪ Inhibited/ Tense				
▪ Open/ Relaxed				
<b>4. PARTICIPATION of Trainees</b>	<i>How engaged were participants in the session?</i>			
▪ Only the facilitator/ speaker talked				
▪ Few people talked				
▪ Most people talked				
▪ Group was apathetic				
▪ Group was involved				
▪ Group was united				
▪ Group was divided				
<b>5. Venue and Accommodation</b>				
▪ Comfortable with sufficient space				
▪ Meals were nutritious and sufficient				
▪ Accommodation was with sanitary and hygienic conditions				
▪ Well lighted and ventilated				
<b>6. Time</b>				
▪ Sessions started and ended on time				

Comments/Suggestions:

1. What was your most significant learning from the session/topic?

2. As a participant, what would you like to recommend to improve the Training and Development Program conducted?



Enclosure 2

**SIMPLIFIED PROCESS OBSERVATION AND ANALYSIS FORM**

Class : \_\_\_\_\_  
Topic/Session Title : \_\_\_\_\_

Date: \_\_\_\_\_  
Name of LF : \_\_\_\_\_

<b>Methodology/ Procedure/stage</b>	<b>What Went Well Provide Details of the Observation ( if Possible Based on What You Saw and Heard)</b>	<b>What can be Improved (Provide Details of the Observation if Possible Based on What You Saw and Heard)</b>

Name and Signature of Process Observer: \_\_\_\_\_

/emma



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Enclosure 3

## Consolidated Results Comments / Suggestion

Training / Program Title  
Inclusive dates

INDICATORS	End of Program Evaluation	
	Total Equivalent	Interpretation
Session Content		
Session Process		
Provision of Materials		
Session Atmosphere		
Participation of Trainees		
Venue and Accommodation		
Time		

1. What was your most significant learning from the session/topic?
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.
  - g.
  - h.
  
2. As a participant, what would you like to recommend to improve the Training and Development Program conducted?
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.
  - g.
  - h.

**CONSOLIDATED BY:**



*Republic of the Philippines*  
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Enclosure 4

## Consolidated Results Process Observation and Analysis

Training / Program Title  
Inclusive dates

Session No.	Session Title	Name of Speaker	Methodology/Procedure/Stage	What went well	What can be improved

Name and Signature of Process Observer: \_\_\_\_\_