



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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DIVISION MEMORANDUM
No. 284 S. 2016

Division Orientation on the Conduct of Professional Development Programs

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

1. Pursuant to Division Memorandum no. 259, s. 2016, Re: Division Training Proposal Format and Accomplishment Report Attachments and the Regional Memorandum no. 244, s. 2016, Re: Guidelines on the Implementation of Professional Development Programs, the Division Office of Baguio City will conduct an orientation on the conduct of professional development programs on September 21, 2016 at the Division Office Conference Hall from 8:00 am to 5:00 pm.
2. All schools are requested to have a training program management structure to identify accountabilities and responsibilities. At the minimum, the management structure shall include the following:

Role	Responsibilities
Program Manager	Oversees the entire program, coordinates all efforts.
Training Manager	Focuses on actual training to ensure that the program is implemented as planned
Logistics Officer	Plans and secures logistics to support the training.
Welfare Officer	Ensures that provisions for health, wellness, security are taken care of.
Finance Officer	Oversees the efficient allocation of funds and timely release as well as documentation for liquidation.
M & E Coordinator	Implements Monitoring and Evaluation and prepares report.
Trainers	Delivers the training.
Documents / secretariat	Photo documentation, attendance / registration and the like

Reference: NEAP power point presentation, 2016.

3. Identify one teaching or non-teaching staff for each role. Names and roles of chosen training management team shall be submitted on September 21, 2016.
4. Assign one among the management structure team to represent your school on the orientation day.
5. Immediate dissemination of this memorandum is desired.

ATFY. AUGUSTIN PALABAN III
Legal Officer III
OIC - Schools Division Superintendent