



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Rd., Baguio



Office of the Superintendent
Division Memorandum Number 259s., 2017

**DIVISION TRAINING ON PROFESSIONAL DEVELOPMENT PROGRAM STANDARDS AND PROCESSES
FOR SCHOOL HEADS AND PROFESSIONAL DEVELOPMENT COORDINATORS (PDC)**

TO: **CID Chief and PSDSs**
School Heads (Elementary and Secondary)
PDC Coordinators

1. Training and Development (T&D) is the process by which an organization or institution provides professional development activities to enhance teachers and employees with knowledge, skills and attitudes to enable them to perform their functions effectively. Conduct of these activities shall involve a systematic process of competence/needs assessment, planning, designing, resource development and program delivery.
2. To strengthen this program a Division Training on T & D Program Standard and Processes will be conducted on **September 13-14, 2017 from 8:00-5:00 P.M.**, to be held at **Gen. Pedro C. Hall, BENECO Building, South Drive, Baguio City.**
3. The objectives of the training are:
General objective: Strengthen T & D Programs of the division.
Specific objectives:
 1. Discuss the four A's of Adult Learning Methodologies
 2. Present the steps in Training Design and how to craft training objectives.
 3. Present the Framework for Evaluating HR Programs
 4. Discuss the overview of Organizational Diagnosis Models (Mckinsey's 7S), and
 5. Prepare Training Design for Mid-Year In-Service Training and Session Guides
4. Participants to this activity are:

68 School Heads (Elementary and Secondary)
68 School PDC
10 District PDC
10 Training Team
5. Participants are requested to bring with them a copy of previously conducted Training Needs Assessment (TNA) and a draft of Training Proposal for 2017 Midyear In-service Training. Parking space is limited to 5-6 vehicles only on a first come first serve basis.
6. Meals and venue shall be charged to HRD Funds.
7. immediate dissemination of this memorandum to all concerned is desired.


FEDERICO P. MARTIN, EdD., CESO VI
Schools Division Superintendent