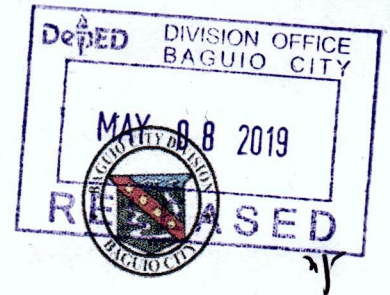




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY
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Office of the Superintendent

Division Memorandum Number ~~208~~s.2019

**SIGNATORIES/PROCESS FLOW FOR DIVISION PPAs AND SCHOOL IN-SERVICE
TRAININGS/ YEAR END PROGRAM REVIEW AND EVALUATION**

To: Division PPAs Program Owners
School Heads
Program Owners of School INSETs
Others Concerned

1. The SDO- Baguio Quality Management System (QMS) Core Team has undertaken efforts to implement the approved Procedure Manuals (PMs) and Work Instruction Manuals (WIMs) for ISO certification.
2. As a result of the management review, the signatories and processes for Division PPAs, School In-Service Trainings (INSET) and Year-End Program Review and Evaluation are revised to be aligned with the PMs and WIMs on training programs which shall take effect this year.
3. All Division PPAs, School Heads or School INSET Program Owners are advised to refer to these process flows when formulating training designs.

Annex A- Process Flow for School INSETs



Annex B- Signatories for School INSETs

Annex C- Signatories for Division PPAs

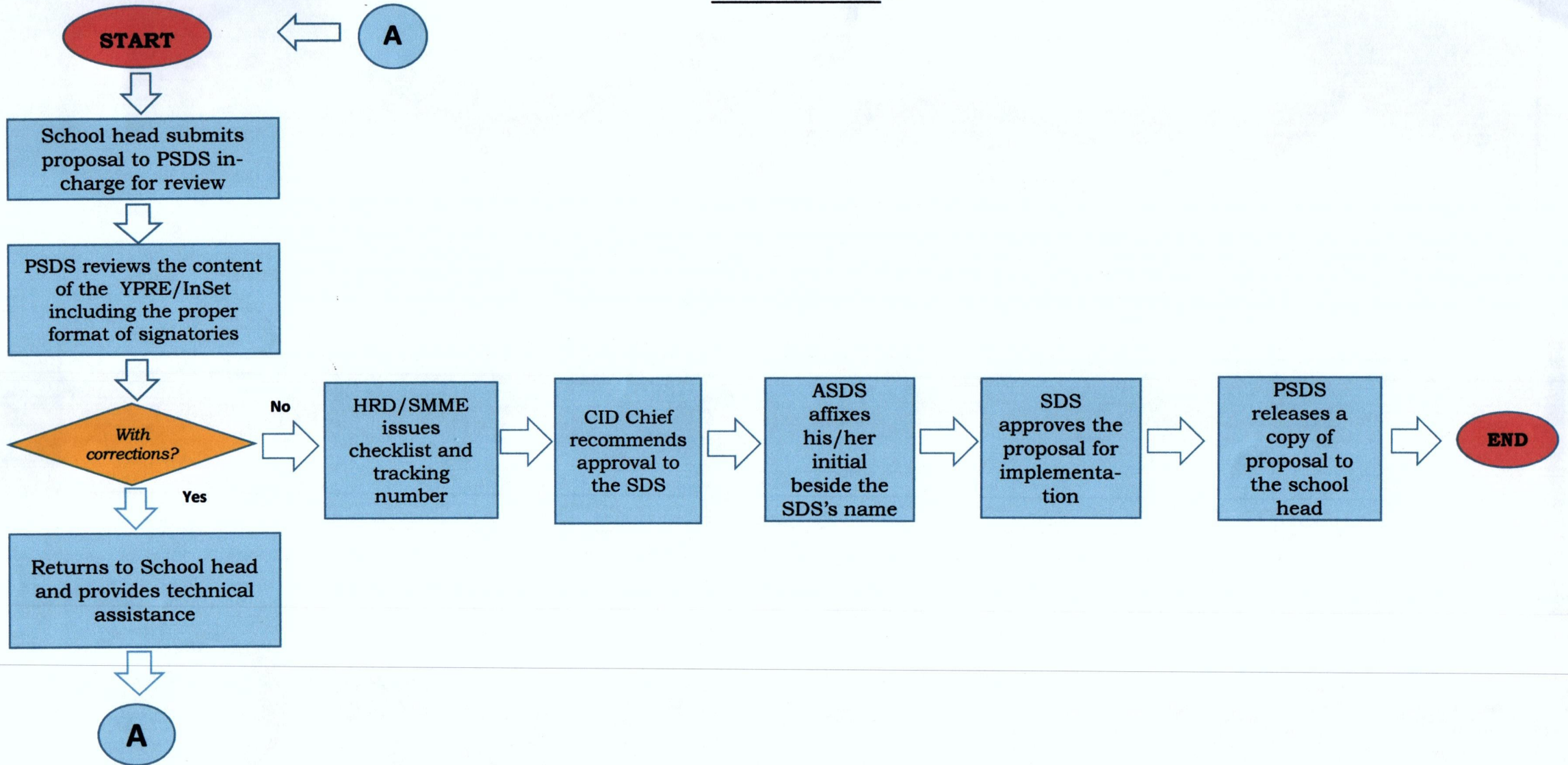
Annex D- Process flow for Division PPAs

4. Immediate dissemination of this memorandum is desired.

Approved:


FEDERICO P. MARTIN, EdD., CEEd., CESO V
Schools Division Superintendent 

Annex A- PROCESS FLOW FOR SCHOOL INSET/ YEAR-END PROGRAM REVIEW and EVALUATION/ PROPOSALS



****for school activities: YPRE/INSET**

Prepared by:

SCHOOL HEAD

FUNDS AVAILABLE:

Administrative Assistant II/III

(in charge of the School)

Reviewed by:

PSDS in-charge

Recommending Approval:

JULIET C. SANNAD, Ed.D.
Chief Education Program Supervisor

Approved by:

FEDERICO P. MARTIN, Ed.D., CE.D., CESO V
Schools Division Superintendent

ASDS will affix her initial



Annex C- Signatories for DO PPAs

Prepared by:

PROGRAM OWNER

Allotment available:

BELEN R. TOMIN
Budget Officer

Reviewed by:

1. For trainings on curriculum

JULIET C. SANNAD, Ed.D.
Chief Education Supervisor- CID

2. For trainings on governance and operations

ARTHUR TIONGAN
Chief Education Supervisor – SGOD

3. For trainings for non-teaching personnel

NIEVES D. EBANIO
Administrative Officer V

Recommending Approval:

SORAYA T. FACULO, Ph.D.
OIC- Assistant Schools Division Superintendent

Approved by:

FEDERICO P. MARTIN, Ed.D., CE.D., CESO V
Schools Division Superintendent

Annex D- PROCESS FLOW FOR DIVISION PPAs

