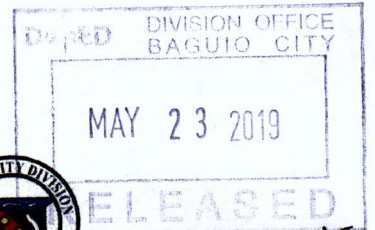




Republic of the Philippines
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



Division Memorandum No. 220, S. 2019

TRAINING IMPLEMENTATION REPORT FORMAT

To: ASDS
CID AND SGOD Chiefs
PSDS
EPS
School Heads
All others concerned

1. The CSC-CAR through the Policies and Systems Evaluation Division (PSED) conducted a pre-assessment of the SDO- Baguio PRIME-HRM on Learning and Development (L and D) last May 15-16, 2019.
2. One of the major findings is the lack of mechanism to sustain and strengthen the monitoring of efficiency of L and D programs in the division including school INSETs and Midyear/Year End Review Programs.
3. To address this, the CSC assessment team recommended a thorough monitoring of L and D programs. The main document required is a training implementation report.
4. In view of this, all Land D program owners/organizers are advised to comply with the said report using the attached format. Submission shall be at least a week after the conduct of the program at the SGOD-HRD office.
5. Immediate dissemination of this memorandum is desired.

FEDERICO P. MARTIN, EdD., C.Ed.D., CESO V
Schools Division Superintendent *FPM*

TRAINING IMPLEMENTATION REPORT

I. Title:

II. Proponent:

Date and Venue:

Learning Resource Providers:

Participants	Target	Actual	Remarks

III. Rationale

IV. Objectives

V. Methodology

Describe/discuss the actual activities done in the conduct of the training.
(include photo documentation)

Include questions asked during the open-forum, if there is any.

VI. Breakdown of costs:

Item/Description	Approved Budget	Actual Costs Incurred

VII. Results and Analysis of Evaluation

>attached the QATAME results

Descriptive Rating		Total	Percentage
Outstanding	O		
Very Satisfactory	VS		
Satisfactory	S		

VIII. Post Monitoring Plan

Prepared by:

Program Owner