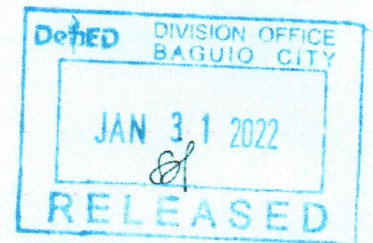




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



January 31, 2022

DIVISION MEMORANDUM

No. **037** s. 2022

**Reiteration on the SIGNATORIES and PROCESS FLOW
for IN-SERVICE TRAININGS/YEAR END PROGRAM REVIEW
and EVALUATION PROPOSALS**

To : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors Concerned
Public Elementary and Secondary School Heads
Others Concerned

1. In compliance with the implementation of the SDO-Baguio Quality Management System (QMS) on the approved Procedure Manuals (PMs) and Work Instruction Manuals (WIMs) as certified by the ISO, the field is hereby directed to be guided by **Division Memorandum No. 208, 2019 on the SIGNATORIES and PROCESS FLOW FOR SCHOOL IN-SERVICE TRAININGS/YEAR END PROGRAM REVIEW AND EVALUATION effective immediately.**
2. All School INSET Proponents are advised to refer to the following **updated annexes** herein enclosed for signatories and process flow when formulating training proposals.

Annex A- Process flow for School INSETs
Annex B- Signatories for School INSETs
Annex C- Review Tool for School INSETs
3. For all INSET proposals submitted before January 31, 2022 to the day before the release of this memorandum, no revisions shall be applied. However, all succeeding INSET proposals upon the release of this Memorandum shall strictly follow Division Memo 208, s. 2019.
4. Immediate and wide dissemination of this Memorandum is desired.

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



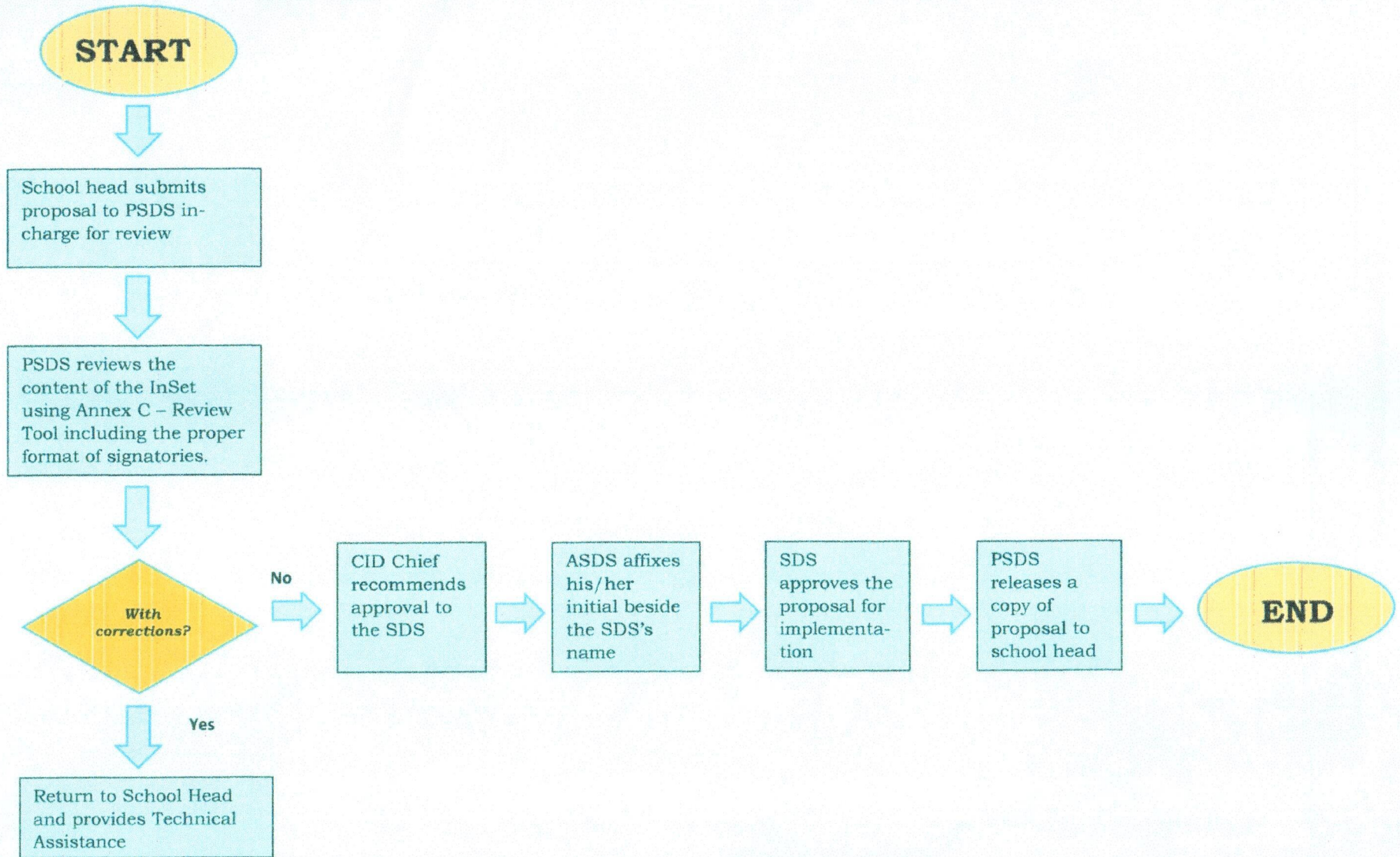
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ISO 9001:2015 Certified
Quality Management System
CRN 19-2560-026
Issued on 12/27/2019

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



Annex B – Signatories for school activities: YPRE/INSET

Prepared by:

SCHOOL HEAD

For budget allotment:
Disbursing Officer 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., CEEd.D., CESO V
Schools Division Superintendent



ASDS will affix his initial



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

REVIEW AND EVALUATION TOOL FOR SCHOOL INSET PROPOSALS
SY 2021-2022

Name of School: _____ Date of Review & Evaluation: _____
Name of School Head: _____ Mode: _____ Virtual _____ Face-to Face

Components	Indicator	Evaluation			Remark/s
		Evident	Partially Evident	Not Evident	
Part I					
1. Format	Followed the SDO recommended format				
2. Signatories	Followed the SDO recommended signatories				
Part II: Content					
I. PROGRAM TITLE	Included important key words that will relate the proposal to the intended activity				
1. Proponent					
2. Date & Venue					
3. Cost					
4. Target Beneficiaries					
II. RATIONALE	Anchored on the need of teachers based from their IPPD (Individual Professional Development Plan), applying Equal Opportunity Principle (EOP) to learning & development.				
III. TRAINING DESCRIPTION	Contained a detailed description of series of activities aimed at solving a certain problem/gap; how the proposal was conceptualized				
1. Strategies/Activities					
2. Output					
3. Outcome					
4. Impact					
5. Sustainability Plan/Exit Plan					
IV. OBJECTIVES	Followed the SMART principles and use appropriate words to state specific behavior of performance the participants should be able to demonstrate				
V. IMPLEMENTATION PLAN	Composed of 3 phases- Pre-Implementation, Implementation, and Post-Implementation				
VI. BUDGETARY REQUIREMENTS	Specified logistics and source of funds				
VII. TERMS OF REFERENCE	Defined roles per individual/committee or as designed				
VIII. MONITORING & EVALUATION PLAN	Included tracking of the output/outcome of the INSET				
IX. Gad Attribution	Included computations of GAD Attributions following the required template (Attached Accomplished HGDG Template)				
Part III: Attachment:					
Result of School consolidated IPDP	Training needs from the IPDP were incorporated in the INSET.				
Pre-test/Post Test Activity Sheet	The activity encompassed the salient points of the INSET.				
Program Evaluation Tool	Attached the SDO-SMME Monitoring and Evaluation Tool				

Reviewed and Evaluated by:

Recommending Approval:

PSDS

JULIET C. SANNAD, EdD
Chief, Curriculum Implementation Division

Approved by:

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

ASDS will affix his initial



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