

Republic of the Philippines

Department of Education

REGION IV-A CALABARZON CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 JAN 2020

DIVISION MEMORANDUM No. 8. 2020

REVISED PROGRAM DESIGN

To: OIC-Assistant Schools Division Superintendent Chief Education Supervisors Heads, Public Elementary and Secondary Schools Heads, Unit/Section All Others Concerned

- 1. In reference to Clause 7.5.2 of ISO 9001: 2015 requires that when creating and updating documented information, the organization shall ensure appropriate **identification and description, Format**, **review** and **approval** for suitability and adequacy.
- 2. In this connection, the Human Resource Development (HRD) Section would like to inform all SDO units including all public Elementary and Secondary schools that **Version 2.0 of Program Design and Training / Activity Completion Report** can now be accessed thru this link https://tayabas.depedr4a.net.
- Please see attachments.
- 5. Immediate dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO V Schools Division Superintendent

Encl.:

As stated











Republic of the Philippines

Department of Education

REGION IV-A CALABARZON CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

TRAINING / ACTIVITY COMPLETION REPORT

TRAINING CONDUCTED Text

PROPONENT/S

: Text

TARGET DATE

: Month 00, 2019

ACTUAL:

TARGET VENUE

: Text

ACTUAL:

EXPECTED NO. OF : Text **PARTICIPANTS**

ACTUAL:

(Short introduction and objectives of the training)

(Highlights of the Training / Seminar / Workshop / Capacity Building)

(Learnings and insights)

(Integration/Application of Learning to Present Job)

(Issues)

(Brief Re-entry Plan)

Prepared:

Reviewed:

JUAN DELA CRUZ

Proponent /End User

JUAN DELA CRUZ

Division Chief / Unit Head











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Document Type: PROCEDURES MANUAL	Version No. 02		
Document Title: PROGRAM DESIGN	Revision No. 01	Effective Date January 00, 2020	

Program Title:	
Program Description:	(based on SPPD/MPPD) (Scope/Main Purpose)
Proposed PQF Level:	
Particular Continuing Professional Competencies:	(Write N/A if not applicable)
Management Level of the Program	(e.g. school based/cluster based/division based)
Delivery Mode:	Describe Formal Face-to-Face (F3) [e.g. 3-day training cum workshop] and Jobembedded Learning (JEL) components of the program (e.g. mentoring, coaching, LAC session, teaching demonstration)
Duration:	Formal Face-to-Face (F3) Program (e.g. 2 days=16 hrs): MM-DD to DD, YYY Job-embedded Learning (JEL) component (e.g. 20 hours over a period of 2 months) From MM-DD-YYY to MM-DD-YYY
Target Participants:	(specify the number of pax per group i.e. TWG and pax)
Budget Requirements:	(Indicate total amount required per source and per major activity and use the budget template for the detailed calculation of the costs)
Proponent: Division/Unit:	

Objectives: (should relate to the domains/service areas, strands and performance indicators)

- 1.
- 2.
- 3.

End of Program Outputs:

- A. Formal Face-to-Face Component:
- B. Job-Embedded Learning (JEL) Component:

Expected Final Outcomes/Success Indicators: (relate to the overall goal of improving work performance leading to improved learning outcomes)







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II. Program Content Focus

Content Matrix (Plot the scope of program content based on the priority KSAs identified and their corresponding expected outputs)

	Fo	rmal Face-to-	Face (F3) Componer	nt	
Topics/ Time Allotment per Topic / Resource Person	Area of CPD Activity	Expected Learning Outcomes	Activities to Achieve Learning Outcomes	Assessment Strategies/Tools	Outputs

	300-1	minedaca Les	rning (JEL) Compo	Helli	
Topics/ Time Allotment per Topic / Resource Person	Area of CPD Activity	Expected Learning Outcomes	Activities to Achieve Learning Outcomes	Assessment Strategies/Tools	Outputs

Materials: (Identify what supplies, materials and equipment will be required to implement the program e.g. LCD, manila paper, markers etc.)

Attachment:

Resource Package:

- A. Attendance
- B. Session Guide
- C. A copy of slides (Power Point Presentation)
- D. Technical Working Committee and Terms of Reference
- E. Program
- F. Pre-training requirement
- G. Training Evaluation
- H. Curriculum Vitae of Resource Speaker
- I. Certificate of Appreciation / Participation / Appearance

III. Monitoring and Evaluation:

(Describe the M&E processes that are to be conducted as part of the program implementation and identify the specific M&E tools that should be developed. Attach sample M&E Tool)









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PROGRAM DESIGN

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SC	A R BI SIE SEC		B B B 1	
BUDGET TEMPL				THUNK THE WILL

Activity					Level	Division
Venue					Level	School
						School
Date						
Please check (/) the correspon	nding mode of Profession	nal Development l	Delivery			
☐ Training Programs			External Con	sultant/Critic	al Friend	
☐ Professional Learning	Teams		Coaching / N	Mentoring		
☐ Workshop	Touris		Others: Plea			
L Workshop			others. I lea	se specify_		
ITEM OF EXPE	NDITURE	REQUIRED (e.g. # of pax / units / sets / hr)	Cost per Unit/Hour	Total No. of days	Source of Fund	Amount
A. Implementation						
Live-IN:						
Accommodation & Food					E-1 4-1-9-1	
Live-OUT:						
Food						
Supplies						
Sub-total A						
B. Travelling Expenses / Spe	eaker					
Travelling Expenses						
Honoraria				= = =		
Other Expenses						
Sub-total B						
TOTAL A	& B					
repared by:	Reviewed	by:				
UAN DELA CRUZ		V. LUCES / MA. CO	RAZON A. BORI	BON	JUAN	DELA CRUZ
osition	HRD	M&E				Unit Head
Ionth 00, 20xx	Date:	Date:			Date:_	
Certifying the Avail	ability of Allotment:		Cert	ifying the Av	ailability of	Cash:
RENIAMIN	A. MILLARES			ACNESM	. LUZADA	S
Administrative Office	Accountant III					
Date:			Date:			
	Rec	ommending App	roval:	Date.		-
		YLANI L. GAL				
		t Schools Division		nt		
	Da	ate:				
		Approved:				

ANIANO M. OGAYON, CESO V

Schools Division Superintendent Date:



