



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. 001 s. 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>.
4. Please see attachments.
5. Immediate dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Encl.:
As stated



Brgy. Poto, Tayabas City
(042) 710-0329 or 797-0773

tayabas.city@deped.gov.ph
tayabas.depedr4a.net





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TRAINING / ACTIVITY COMPLETION REPORT

TRAINING CONDUCTED : Text

PROPONENT/S : Text

TARGET DATE : Month 00, 2019

ACTUAL:

TARGET VENUE : Text

ACTUAL:

EXPECTED NO. OF PARTICIPANTS : Text

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:

JUAN DELA CRUZ
Proponent /End User

Reviewed:

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

II. Program Content Focus

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

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

Job-Embedded Learning (JEL) Component					
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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BUDGET TEMPLATE FOR TRAINING AND DEVELOPMENT PROGRAMS

Activity		Level	Division	
Venue			School	
Date				

Please check (/) the corresponding mode of Professional Development Delivery

- | | |
|--|--|
| <input type="checkbox"/> Training Programs | <input type="checkbox"/> External Consultant/Critical Friend |
| <input type="checkbox"/> Professional Learning Teams | <input type="checkbox"/> Coaching / Mentoring |
| <input type="checkbox"/> Workshop | <input type="checkbox"/> Others: Please specify _____ |

ITEM OF EXPENDITURE	REQUIRED (e.g. # of pax / units / sets / hr)	Cost per Unit/Hour	Total No. of days	Source of Fund	Amount
<u>A. Implementation</u>					
<u>Live-IN:</u>					
Accommodation & Food					
<u>Live-OUT:</u>					
Food					
Supplies					
Sub-total A					
<u>B. Travelling Expenses / Speaker</u>					
Travelling Expenses					
Honoraria					
Other Expenses					
Sub-total B					
TOTAL A & B					

Prepared by:

Reviewed by:

JUAN DELA CRUZ

FIDELIZA V. LUCES / MA. CORAZON A. BORBON

JUAN DELA CRUZ

Position

HRD

M&E

Chief / Unit Head

Month 00, 20xx

Date: _____ Date: _____

Date: _____

Certifying the Availability of Allotment:

Certifying the Availability of Cash:

BENJAMIN A. MILLARES

Administrative Officer/Budget Officer III

AGNES M. LUZADAS

Accountant III

Date: _____

Date: _____

Recommending Approval:

MAYLANI L. GALICIA

OIC – Assistant Schools Division Superintendent

Date: _____

Approved:

ANIANO M. OGAYON, CESO V

Schools Division Superintendent

Date: _____