



Republic of the Philippines
Department of Education
Region V (Bicol)

DIVISION OF CATANDUANES
Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph / catanduanesdiv16@gmail.com
Website: www.depedregionvcatanduanes.com Tel No.: (052) 811-40-63



RELEASED

DepEd-Division of Catanduanes

RECORDS SECTION

Date: MAR 28 2016

Time: 11:45 P.M.

By: [Signature]

Memorandum To : SDO CHIEFS
EDUCATION PROGRAM SUPERVISORS & PSDS
SENIOR EDUCATION PROGRAM SPECIALIST
ELEMENTARY AND SECONDARY SCHOOL HEADS
SDO UNIT HEADS

From : *[Signature]*
SOCORRO V. DELA ROSA
Schools Division Superintendent

Subject : **DIVISION GUIDELINES IN CONDUCTING TRAINING AND DEVELOPMENT (T&D)**

Date : March 28, 2016

1. This Office issues Division Guidelines in Conducting Training and Development as per DepEd order no. 32, s, 2011 to provide system mechanism in conducting training activities for the capacity and capability building of the SDO Catanduanes personnel.
2. The Copy of Division Guidelines in conducting T&D, format of training proposal, Budget Proposal and Training Completion Report are found as Enclosure.
3. For immediate dissemination and compliance.



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Email Add: catanduanes@deped.gov.ph / catanduanesdv15@deped.gov.ph
Website: www.deped.gov.ph/catanduanes Tel No.: (052) 811-49-83

POLICY AREA:	SCHOOL GOVERNANCE AND OPERATION DIVISION		
SUBJECT :	Training And Development (T & D)		
TITLE OF POLICY :	DIVISION GUIDELINES IN CONDUCTING TRAINING & DEVELOPMENT (T&D) as per DepEd order no. 32,s 2011		
POLICY NUMBER:	SGOD-001		
APPROVED DATE:	EFFECTIVE DATE:	REVIEWED DATE:	
APPROVED BY:	REVIEWED BY:		

I- RATIONALE/ BACKGROUND:

Education is a continuous, dynamic and lifelong process. It has to evolve to meet the ever changing needs of the time. A comprehensive Division Training and Development(T&D) policy is an initiative that supports the Division development program for DepED personnel to continuously hone and upgrade their skills and competence to cope to the ever changing demand of the society. Training and Development of all personnel is necessary to achieve the DepEd Mission and Vision.

Mandated by RA 9155 item c 2 of section 7 states that "Each division be accountable and responsible for the planning and managing the effective and efficient use of all personnel, physical and fiscal resources of division, including professional staff development". Meanwhile DepED order no. 32,s 2011 Re: Policies and Guidelines in Conducting Training and Development states that the Division Offices shall integrate the Division Educational Development Plan (DEDP) in the Division Office Master Plan for Professional Development (DO-MPPD) with this, this Office through SGOD HRD design a Division Guidelines in Conducting Training and Development to provide system mechanism in conducting training activities for the capacity and capability building of the SDO catanduanes personnel .

Its objectives are as follows:

1. To keep track of the T & D activities of the Division for monitoring and evaluation purposes as well as record keeping for future database system.
2. To ensure the relevance of the T & D activities conducted in the Division for effective and efficient use of resources.
3. To facilitate the course of documents for approval, conduct and reporting of Division T&D activities.

II-POLICY STATEMENT:

1. The professional T&D activities shall be integrated in the existing development plan prepared at each level:
 - The Division Office shall integrate in the Division Educational Development Plan (DEDP) the Division Office Master Plan for Professional Development (DO-MPPD) and;
 - The School Heads shall integrate in the School Improvement Plan (SIP) the School Plan for professional Development (SPPS).

2. The Training and Development Standards shall be the basis of the following T&D programs and activities:

Personnel Category	Competency Standard and Tool
TEACHERS	<ul style="list-style-type: none"> • National Competency-Based Teacher Standard (NCBTS) • NCBTS Teachers Strengths and Needs Assessments (NCBTS-TSNA)
SCHOOL HEADS	<ul style="list-style-type: none"> • National Competency-Based Standards for School heads (NCBS-SHs) • Training Need Analysis (TNA)
NON TEACHING PERSONNEL	<ul style="list-style-type: none"> • Competency Standards for Non-Teaching Personnel • Training Needs Analysis (TNA)

- In support of individual personnel development, which is an integral part of T&D, SGOD HRD section shall be responsible for ensuring the relevance and adequacy of T&D programs and activities for its respective personnel.
- All Schools / school heads are required to submit their NCBTS-TSNA, NCBS-SHs & SPPD to the SGOD HRD section.
- All Schools and Division training program requested shall be accompanied by Training Proposal using the prescribed templates and other requires documents before it can be implemented.
- All SDO personnel (teaching and Non-teaching) shall accomplish the Training Passbook and submit the consolidated report of training attended to the SGOD HRD section.
- Professional fees, stipend or honorarium for invited resource persons should be in accordance to the computation set by the Commission on Audit (COA).
- To Calendar and observe procurement process of the approved project proposal shall be submitted to SGOD HRD at least 2 months or a month before the target date of the training. Thus no training shall be conducted if the process will not be observed.
- The complete number of hours during training, certificates should bear the name of the participants and the number of training hours completed based from the attendance sheets.
- Training funds: School MOOE; Division INSET; HRTD funds; and other sources shall be utilized subject to usual accounting and auditing rules and regulations.
- Training Process shall be observed.

• **PRE TRAINING STAGE**

- a. The proponent or team leader must conduct an orientation for the trainers/ facilitator before the actual conduct of training. Assigning of tasks or technical staff, preparation of session guides, power point presentation and training materials (i.e. Certificates and attendance sheet, training kit) are done in this stage by the Team leader or proponent.
- b. Trainer/facilitator should be at the venue at day 0 of the training for walkthrough of the power point presentation and other preparatory activities.

• **DURING TRAINING STAGE**

- a. The secretariat must be at the session hall before the arrival of the participants.
- b. Proper time and resource management, mastery of the topics, presentation and facilitating skills should be observed.
- c. Debriefing should always be done after each day session.
- d. Monitoring and Evaluation tool approved by NEAP-HRDD shall be used.

• **POST TRAINING STAGE**

- a. Training Completion Report should be submitted a week after the training program.
- b. Post-Conference must be done on this stage.

12. Evaluation Tool and Analysis shall be prepared by the Monitoring and Evaluation Team.

13. This policy will not cover Division orientation and conferences which last for half day or one day only. The said proposal will be handled by the person- in-charge of the activity.

SPECIFIC GUIDELINES IN THE CONDUCT OF TRAINING PROGRAM

SCHOOL LEVEL:

For INSET- based training programs in the school level the training organizer should;

- a. Prepare Training proposal based on TNA/NCBTS/NCBHS-SHs results.
- b. Submit the Training proposal to SGOD HRD section for verification and review.
- c. Forward to the concerned SDO chief for validation.
- d. Submit to the concerned Education Program Supervisor validation and monitoring.
- e. Submit to the ASDS for recommending approval
- f. Seek for the SDS Approval.
- g. Conduct the training program as scheduled.
- h. Submit the training Completion Report to SGOD HRD section a week after the conduct of the training program.
- i. No training program shall be conducted without undergoing the process of verification and approval.

DIVISION LEVEL:

For the training program designed and to be cascaded in the division level the proponent shall:

- a. Prepare the training proposal (use the prescribe template).

- b. Submit to the respective Chief of the Division the training proposal with the central/regional memorandum for evaluation.
- c. Submit the training proposal to the SGOD HRD section for verification and review to ;
 - ❖ Ensure the adequacy and relevance of the T&D activities
 - ❖ Arrange and calendar the training schedule to avoid overlapping of activities
 - ❖ Verify to the finance section the availability of fund
 - ❖ Verify to the BAC secretariat if the schedule of the training conform to the processing time for procurement.
- d. Submit to the ASDS for recommending Approval and,
- e. Seek SDS's approval of the training proposal.
- f. Submit the Approved training proposal (Budget Proposal) to the Supply and BAC Secretariat 10 days prior to the schedule of training.
- g. Conduct the training program as scheduled.
- h. Submit Training Completion Report to the SGOD HRD a week after the conduct of the training program.

PERSONS-IN CHARGE FOR APPROVAL OF TRAINING PROPOSAL

❖ **MIGUEL C. OGALINOLA**

Chief, SGOD

VALIDATION

❖ **JOSEFA B. ZAPE**

Chief, CID

VALIDATION

❖ **MA. CIELO C. TUBALE**

A.O V- BUDGET OFFICER

VERIFICATION (AVAILABILITY OF FUND)

❖ **BERNIE C. DESPABILADERO**

OIC-Assistant School Division Superintendent

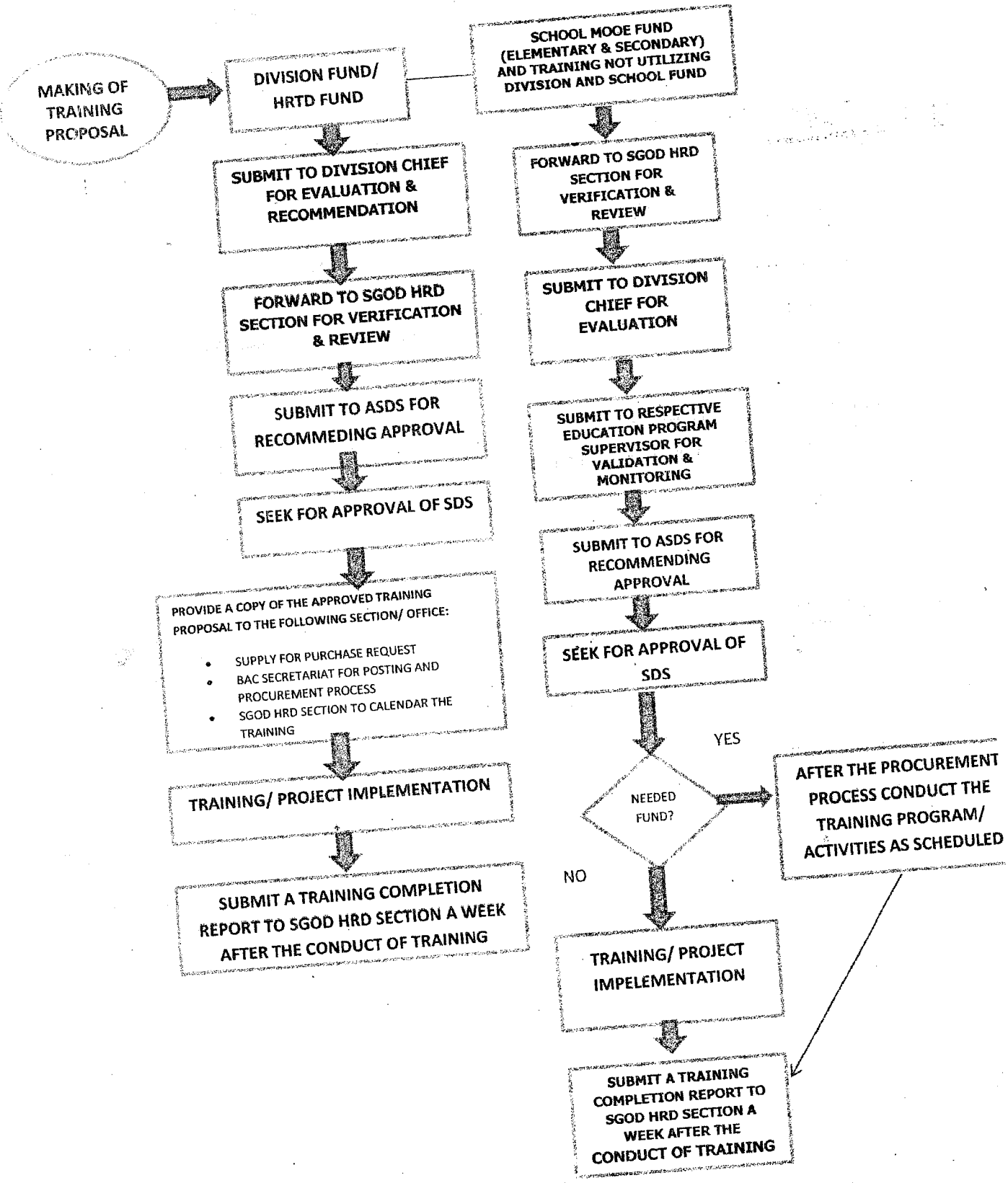
RECCOMENDING APPROVAL

❖ **SOCORRO V. DELA ROSA**

Schools Division Superintendent

APPROVAL

FLOWCHART IN CONDUCTING THE DIVISION TRAINING AND DEVELOPMENT PROGRAM



FORMAT OF A TRAINING PROPOSAL

- I- PROGRAM TITLE
- II- BACKGROUND AND RATIONALE (*description/ discussion of the condition that justify the need for training supported with qualitative and quantitative data*)
- III- OBJECTIVES
 - A. TARGET PARTICIPANTS
 - B. TRAINERS/ FACILITATORS
 - C. DATE AND VENUE
 - D. EXPECTED OUTPUT
- IV- BUDGETARY REQUIREMENT
- V- FACILITIES AND MATERIAL NEEDED
- VI- IMPLEMENTATION MECHANICS/ PLANNING ACTIVITIES
- VII- TRAINING MATRIX
- VIII- ATTACHMENT
 - A. BUDGET PROPOSAL
 - B. CERTIFICATES
 - C. PROGRAM
 - D. MEMORANDUM
 - E. MENU
 - F. EVALUATION FORM

Prepared by: _____
Team Leader/ Proponent

Certifying the Availability of Funds:

(Finance Officer)

Recommending Approval:

Asst. School Division Superintendent

APPROVED:

Schools Division Superintendent



FORMAT OF A TRAINING COMPLETION REPORT

PROGRAM TITLE:

FACILITATORS:

LOCATION AND VENUE:

DURATION:

NO. OF PARTICIPANTS:

PROGRAM OBJECTIVES: *at the end of the program the participants will have*

- *(add objectives from the program design/resource package)*

KEY RESULTS: *(Identify the key results from the conduct of the program taking into consideration)*

RESOURCES MATERIALS: *(identify the resources required to conduct the program e.g Title of the Resource Package, Operational Manual.)*

M & E ANALYSIS: *After reviewing the M&E results from the program write narrative analysing results. This should include.*

- *Results from this participants evaluation of the program*
- *Results from the facilitators review of the program*
- *Results from the program managers review of the program*
- *Strengths and areas for improvement should be identified in this section*

GENERAL COMMENTS AND ISSUES ENCOUNTERED: *In this section make any general comments about the program identify any issues encountered in relation to:*

- Its delivery
 - Trainers/facilitators
 - Participants
 - Content of program
 - Delivery strategies
 - Training materials
- Its management
 - Prior to delivery
 - During training program

RECOMMENDATIONS: *In this section discuss any recommendation you may have to improve future programs. Include suggestions for refining the Resource Package.*

Program Report Attachments

- Attachment 1: Program Attendance List
- Attachment 2: Program Schedule of Activities
- Attachment 3: M & E results
- Attachments 4: Photo documents properly labelled