

METCA



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



Memorandum to : Chief of SDO
Education Program Supervisor
SDO Staff

From : *[Signature]*
NYMPHA D. GUEMO
Asst. Schools Division Superintendent
Officer-In-Charge

Subject : GUIDELINES IN THE CONDUCT OF TRAINING & SEMINAR

Date : AUGUST 14, 2015

Division of Catanduanes
RESOURCES SECTION
AUG 18 2015
2:05 PM
[Signature]

1. The School Governance and Operations Division - Human Resource and Development Department is in charge of all the trainings within the Schools Division Office.
2. To effectively manage and implement the conduct of trainings and seminars attached Guidelines was formulated (Enclosure 1)
3. Please be guided accordingly.



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



GUIDELINES IN CONDUCTING TRAINING AND SEMINAR

1. The proponent shall prepare the project or project proposal for approval by the Schools Division Superintendent. The Approved project/ budget proposal will be forwarded to:
 - a. Budget Office and Accounting Section for budget allocation
 - b. SGOD c/o Human Resource Development for scheduling, availability of venue and allocation of training materials for implementation.
 - c. Supply office for the preparation of PR's/ Po's and abstract of award etc.

The approved project/ budget proposal should be forwarded to concerned offices/ sections at least 10 days before the schedule of training.

2. Terms of References:

a. HRD

- Coordinates with the Administrative Office regarding the schedule and venues of training as well as the needed materials (monoblocks, chairs, equipment and sounds system to be used during the training).
- Arrange the schedule of training/ meetings for record purposes.
- See to it that all the needed materials and IT equipment are ready before the start of training.
- Assist the proponent in the conduct of training/ seminar
- Follow up training activities and ensures that programs of activities have been accomplished as planned.
- Coordinates with the supply officer and ensures that all the needed supplies and materials have been procured and distributed to participants.
- See to it that all activities training plan are aligned to the objectives of the training.

b. MONITORING & EVALUATION

- Prepares Evaluation Tool for the seminar workshop and training.
- Consolidates the evaluation and summarize
- Provides technical assistance.
- Arranges a debriefing for feedback and results of the evaluation.

c. SOCIAL MOBILIZATION AND NETWORKING

- Secures the venue and make a letter of request if the venue is outside the Division Office (e.g. Municipal Mayor, Provincial Office, Barangay Chairman etc.).
- Initiates relationship and partnerships with associations, external training companies and academic counsels related to the training needs if necessary.

FLOWCHART FOR CONDUCTING TRAINING/ SEMINAR

