Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Wangal, La Trinidad, Benguet

REGIONAL MEMORANDUM
No. 244 , 2016

RELEASED
SEP 06 2016

To : ALL SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF DIVISIONS – RO
ALL OTHERS CONCERNED

From : **BEATRIZ G. TORNO, Ph.D., CESO IV**
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Sent to all Divisions
9/6/16
10:03 am

Date: September 1, 2016

Subject : **GUIDELINES ON THE IMPLEMENTATION OF PROFESSIONAL DEVELOPMENT PROGRAMS**

1. ***Section 3.2.11*** of the ***Implementing Rules and Regulations (IRR)*** of the ***Governance of Basic Education Act of 2001 or the Republic Act 9155*** states that: *Consistent with the national educational policies, plans and standards, the Regional Director shall have authority, accountability and responsibility in planning and managing effective and efficient use of all personnel, physical and fiscal resources of the regional office, development and establishments of procedures in monitoring and supervision of divisions/schools physical and fiscal resources, including professional staff development of the region.*

2. The DepEd-CAR Regional Office is undertaking region-wide initiatives for the professional development of its human resource. Professional competency gaps of its teaching and non-teaching personnel are identified through the Training and Development Information System (TDIS), the Individual Performance Development Plan (IPDP) and through the observations of the immediate heads. These competency gaps are captured in the Learning and Development Plan of the Human Resource Development Division (HRDD) and these are being addressed through various professional development programs which include trainings, seminars, scholarships, coaching and mentoring.

3. In light of the foregoing statements, the DepEd-CAR through the HRDD issues the following guidelines to standardize the Professional Development Programs which include ***trainings, seminars, symposiums, scholarships and study grants***:

3.1 All activities for professional development should adhere to the ***Training Program Standards*** set by the NEAP-Central Office for quality assurance of the training program; *(see attached Enclosure A)*

3.2 ***Activity Requests*** should be submitted ***three weeks*** ahead of scheduled date of conduct following procedures to give ample time for the procurement of materials and venue and for a well-organized conduct of the training;

3.3 ***Checklist of requirements*** should be submitted as attachment to the ***Activity Request*** for reference of all concerned on the management structure; *(see attached Enclosure B)*

3.4 The focal person should obtain the confirmation of attendance of the participants through any mode of communication such as but not limited to the issuance of a Memorandum or through the use of ICT and should inform the Supply Office and/or the Accounting Office of changes of the number of participants at least ***7 working days*** before the scheduled date of the activity for the necessary adjustment of logistical requirements;

3.5 The program manager/focal person is responsible for the provision of supporting documents such as the ***attendance sheets*** for the processing of payment of expenditures; and,

3.6 The program manager shall prepare the Program Completion Report and submit to the Division Chief within ***7 days*** after the conduct of the program. For purposes of uniformity, use the attached Program Completion Report Format. *(see Enclosure C)*

4. The scope of these guidelines shall cover professional development programs funded by MOOE or Special Funds conducted by the Regional Office whether locally initiated and/or downloaded by the Central Office. Schools Division Offices and Public Elementary and Secondary Schools may adopt the guidelines and are allowed to contextualize to fit their respective situations. Professional development programs offered by the Civil Service Commission (CSC), Career Executive Service Board (CESB) and other professional organizations shall likewise be welcomed and be funded by MOOE or other sources of funds subject to the approval of the Regional Director for participants from the Regional Office and the Schools Division Superintendent for participants from the Schools Division Offices. This is to further capacitate and expose our personnel accordingly.

5. The following are the references to these guidelines:

   5.1 IRR of the Governance of Basic Education Act of 2001 or the Republic Act 9155
   5.2 NEAP Training Program Standards
   5.3 NEAP Training and Development System Operations Manual
   5.4 Behavioral Event Interview Activity Completion Report

6. This Regional Memorandum shall take effect immediately.

HRDD/STF/emf/glb

Enclosure A to Regional Memo No. 244, S. 2016

TRAINING PROGRAM STANDARDS

(Reference: NEAP power point presentation, 2016)

STANDARD 1: **The training program is responsive to the participants' needs and the agency's requirements**

1) The training program is anchored on competency-based assessment of development needs which should consider various assessment modes such as self-assessment, validation observation and interview, performance indicators, etc.
2) The training program meets the personnel development requirements of the agency consistent with its mission-vision, mandate and strategic direction and priorities

STANDARD 2: **The training program promotes inclusiveness and equity and is developed based on sound learning and development principles**

1) Training design and methodologies are based on adult pedagogy
2) The activities and content are logically sequenced and are aligned to the goals and objectives of the program
3) The program identifies how learning can be assessed and applied in the work area

STANDARD 3: **The training program has management structure that identifies accountabilities and responsibilities**

The **management structure** delineates **roles and responsibilities**. At the minimum, the management structure shall include the following:

1) Program manager –oversees the entire program, coordinates all efforts
2) Training Manager – focuses on actual training to ensure that the program is implemented as planned
3) Logistics Officer – plans and secures logistics to support the training
4) Welfare Officer – ensures that provisions for health, wellness, security are taken care of
5) Finance Officer – oversees the efficient allocation of funds and timely release as well as documentation for liquidation
6) M and E Coordinator – implements M and E activities and prepares report
7) Trainers – delivers the training
8) Documenters/Secretariat

* *Specific persons are assigned to perform tasks and responsibilities*

STANDARD 4: **The training logistical arrangements ensure that participants' learning is maximized**

1) The **venue** selected has met the training requirements in terms of facilities, workspace, amenities (comfort rooms, internet connectivity, provision for emergencies, etc.), security and safety, accessibility
2) The accommodation has met the requirements in terms of **capacity, amenities** (comfort rooms, internet connectivity, and provision for emergencies), security and safety, accessibility to the training venue, if separate from the venue
3) **Food provision** has met the requirements in terms of quantity, quality, diet requirements of participants, etc.
4) The **training materials** are available, adequate for all the participants, relevant to the needs of the participants, usable in their work area
5) The **training support materials** are available, adequate for needs of the participants and the management staff

STANDARD 5: **The training program is delivered efficiently and effectively with competent management staff and facilitators/trainers**

1) The **management staff and trainers** are selected based on a set of **criteria** and **requirements** of the training program
2) The planned activities are **conducted as scheduled** and are **facilitated** well
3) The participants' **enlistment/registration** process as well as attendance monitoring is systematic
4) The **class size** is set at a manageable level
5) The **participants** are **engaged** in activities that provide opportunities to maximize learning and demonstrate what they have learned

STANDARD 6: **The training has Monitoring and Evaluation mechanism to ensure that the learners' and agency's requirements are consistently met and that continuous improvement is assured**

1) The **M and E tools** are consistent with the framework and standards
2) The M and E **work responsibilities** are indicated
3) The M and E **data** are **gathered** and **processed** immediately
4) The M and E **results** are used to **inform improvement** efforts and **policy decisions**

Enclosure B to Regional Memo No. 244, s. 2016

DepEd-CAR
Wangal, La Trinidad, Benguet

_____
Division

CHECKLIST OF REQUIREMENTS
(as of_____)

Activity Title:_____
Date: _____

ITEMS	IN-CHARGE	REMARKS
PROGRAM MANAGER/S:		
Activity Request		
Memorandum		
Training Matrix		
Planning Meeting		
Terms of Reference		
TRAINING MANAGER/S:		
Opening Program		
Closing Program		
Program paper		
List of resource Speakers (RP)/facilitators		
Invitation letters		
Training and accomplishment report		
LOGISTIC OFFICER/FINANCE OFFICER		
Purchase Request		
Menu		
Materials		
Vehicle		
Token/Honorarium		
WELFARE OFFICER:		
Itinerary of Travel, coordination w/ venues		
Health & Security		
M & E COORDINATOR		
QAME Reports		
DOCUMENTERS/SECRETARIAT		
Pre-registration		
Certificates • Appearance/participation • Recognition		
Registration		
Attendance		
Documentation		
TRAINERS:		
Power point presentation		
Coordinate with logistic officer for provision of materials other than what are specified in the training program		
Technician:		
Sets up Sound System and other ICT facilities		

Prepared: _____
Focal Person

Noted:

_____
Chief

MANAGEMENT STRUCTURE

- ❑ **Program manager** –oversees the entire program, coordinates all efforts
- ❑ **Training Manager** – focuses on actual training to ensure that the program is implemented as planned
- ❑ **Logistics Officer** – plans and secures logistics to support the training
- ❑ **Welfare Officer** – ensures that provisions for health, wellness, security are taken care of
- ❑ **Finance Officer** – oversees the efficient allocation of funds and timely release as well as documentation for liquidation
- ❑ **M and E Coordinator** – implements M and E activities and prepares report
- ❑ **Trainer** – deliver the training
- ❑ **Technician**– Sets up sound system and other ICT facilities
- ❑ **Documenters/Secretariat**

Enclosure C to Regional Memorandum No. 244, S. 2016

ACTIVITY COMPLETION REPORT

IDENTIFYING INFORMATION

Title:	
Dates & Venues:	
Participant's Description:	

	TARGET	ACTUAL
TOTAL		

ACTIVITY:

Description:	
Resource Persons	
Logistical Arrangements	
Objectives:	

HIGHLIGHTS:

RESULTS:

Achievement of Objectives:	
Participants' Feedback	

Prepared by:

_____

Noted:

_____

Division Chief

Attachments:

1. *Activity Request*
2. *Memorandum*
3. *Training Design/Training Matrix*
4. *Monitoring and Evaluation Report (QAME)*
5. *Hard copy of topics*
6. *Attendance Sheets*
7. *Invitation Letters (if any)*
8. *Program papers*
9. *Pictorials*