



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
Velez St., Cagayan de Oro City



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September 3, 2015

DIVISION MEMORANDUM

No. 305 S, 2015

To : **Public School District Supervisors/Coordinating Principals**
Full-fledged Elementary School Heads
Secondary School Heads
This Division

From : **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent

Re : **Training-Workshop on Standard Setting of Training and Development System**
for School Heads

1. The Division of Misamis Oriental shall conduct a **Training-Workshop on Standard Setting of Training and Development System for School Heads on October 2, 2015, 7:30am at a venue to be set.**
2. This Training-Workshop on Standard Setting of Training and Development System for School Heads aims to:
 - a. Aware the participants on the Standard Setting on Training and Development System;
 - b. Provide the participants the information on the process of crafting the Training Designs, Matrix and other documents in providing training;
 - c. Design session guide based on the sample training design crafted;
 - d. Ensure knowledge on the roles and responsibilities of a trainer;
 - e. Aware the participants on the skills requirements of an effective trainer;
 - f. Manage the quality assurance and monitoring and evaluation of trainings conducted.
3. Participants of this training workshop are the PSDS, Elementary and Secondary School Heads (Strictly no proxy).
4. There shall be a registration fee of Five hundred Pesos (P 500.00) per participant to cover meals and training venue which shall be charged against Local Funds. Travel expenses of the participants shall be charged to Downloaded Funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is desired.

CLL/mdb

Okay as to schedule/participants



TRAINING DESIGN

Seminar-Workshop on Standard Setting of Training and Development System for School Heads

Venue: To be set
October 2, 2015

A. Description:

Pursuant to DepEd Order No. 53, s. 2014, upon undergoing seminar-workshop on Standard Setting conducted by the HRDD of the Regional Office, this Division shall conduct a 1 day Seminar-Workshop on Standard Setting and Development System to all School Heads, both elementary and secondary on October 2, 2015 at a venue to be set.

B. Management Level of Program: Division-Based

C. Delivery Mode: Lectures, Workshops

D. Target and Number of Participants:

Participants to this seminar-workshop are the following:

1. Elementary School Heads	-	234
2. Secondary School Heads	-	63
3. PSDS	-	14
4. Facilitators	-	5
Total	-	316

E. List of Speakers: Please see attached matrix

F. Rationale:

With the Rationalization Program, transitions are evident and expected. One of the evident transitions is the strengthening of the various training and development that each of the school head shall attend to and which they shall cascade in their respective schools. One vital aspect that these School Heads shall learn is setting of standards for training and development which they shall do at their level. In view of this, the Division of Misamis Oriental will hold a one (1) day seminar-workshop on this matter in order to better serve the schools through a well-prepared training and development program which they shall learn from this training.

G. Objectives:

The activities aim to:

1. Aware the participants on the Standard Setting on Training and Development System;
2. Provide the participants the information on the process of crafting the Training Designs, Matrix and other documents in providing training;
3. Design session guide based on the sample training design crafted;
4. Ensure knowledge on the roles and responsibilities of a trainer;
5. Aware the participants on the skills requirements of an effective trainer;
6. Manage the quality assurance and monitoring and evaluation of trainings conducted.

H. End of Program Output:

Participants will be able to submit the following:

1. Crafted Training Design and Matrix
2. Session Guides

I. Monitoring and Evaluation:

To quality assure this training, the proponent will use the M & E Tool of the NEAP which was introduced during the Regional Level Training on Standard Setting of T & D.

J. Budgetary Requirement:

1. Training Materials:

Manila paper	(c/o Supply Office)
Pentel pens	(c/o Supply Office)
Bond paper	(c/o Supply Office)
Brown Envelopes	(c/o Supply Office)
Crayons	(c/o Supply Office)
Cartolinas	(c/o Supply Office)
Tarpaulin	Php 350.00 .00

400.00

2. Meals and Training Venue (Php 500 /day/pax)	Php 155,500.00
c/o Registration Fee of participants @ 500.00 each	
TOTAL	Php 155,850.00

*breakfast, lunch
snacks.*

Source of Fund:

Participant's Traveling Expenses: Schools Downloaded Fund/ MOOE

Meals /Training Venue: Registration Fee of the Participants/Local Funds

Prepared by:


MARIFE D. BALABA
SEPS- HRD

Reviewed by:


RUDY O. MAGDUGO
Chief, SGOD

Approved:


CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent



TRAINING MATRIX

Seminar-Workshop on Standard Setting of Training and Development System for School Heads

Morning		
Time	Activity	Person-in-Charge
7:30-12:00	Arrival & Registration	Secretariat
	Opening Program: Pambansang Awit Invocation Welcome Address Roll Call	Canned Canned Dr. Cherry Mae L. Limbaco, CESO V Mr. Rudy O. Magdugo
	Topic No. 1 & 2: ❖ Overview of the Training & Development System Framework ❖ Training and Development Needs Assessment	Rudy O. Magdugo Dr. Erlinda G. Dael
	Topic No. 3 & 4: ❖ Management of Learning (MOL) and Debriefing Sessions ❖ Task Checklist for T and D Program Manager	Irish Karylle D. Monte Marife D. Balaba
	Topic 5 & 6: ❖ The Program Designing and Resource Development System ❖ Formulation of Session Guide	Dr. Erlinda G. Dael Marife D. Balaba
Afternoon		
1:00-6:00	Topic 7 & 8: ❖ Budget Proposals/ Template ❖ Building the Learning Environment	Rudy O. Magdugo Dr. Erlinda G. Dael
	Topic 9 & 10: ❖ Skills Requirement of an Effective Trainer ❖ Quality Assurance and Monitoring & Evaluation Tool (GAME)	Marife D. Balaba Irish Karylle D. Monte
	Topic 11: Additional Topic ❖ Disaster Risk Reduction and Management Matters(DRRM) ❖ DRRM Framework ❖ DRRM Coordination and Management Protocol ❖ DRRM Division Team ❖ DRRM Setting and Preparation ❖ Succession Planning	Cirilo K. Robiato, Jr.
	Closing Program: Makabayan Song Challenge Impressions Thanksgiving	Canned Rudy O. Magdugo Participants Marife D. Balaba
	Home Sweet Home	

Prepared by:

MARIFE D. BALABA

SEPS- HRD

Reviewed by:

RUDY O. MAGDUGO
Chief, SGOD

Approved:

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent