



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
Superintendent

May 24, 2023

DIVISION MEMORANDUM  
No. 467, s. 2023

**REITERATION ON THE SUBMISSION OF PROPOSAL, ACTIVITY DESIGNS FOR TRAINING AND DEVELOPMENT PROGRAMS AND ACTIVITIES FOR CAPACITY BUILDING OF DEPED PERSONNEL TO BE SUBMITTED FOR REVIEW BY THE HUMAN RESOURCE AND DEVELOPMENT SECTION PRIOR TO SUBMISSION FOR APPROVAL TO THE SDS OFFICE**

To: OIC- ASDS  
SGOD Chief  
All PSDS/DCP  
All School Heads  
All others concerned

1. This has reference to DepEd Order (DO) 32, s. 2011, Policies and Guidelines on Training and Development (T & D) Programs and Activities.
2. To quality assure the proposed programs and activities in schools and districts, this Office, through the Human Resource and Development Section (HRDS) of the School Governance and Operations Division (SGOD) directs all program owners to submit their proposed activity/training designs for review and recommendation for approval.
3. Further, it is directed that the PAWIM F-016 shall be utilized as the template for the activity/training designs.
4. Enclosed is the template of PAWIM F-016 for your reference. This can also be accessed through the link: <https://bit.ly/PAWIMF-016> .
5. Immediate dissemination of this Memorandum is desired.

**CRISTY C. EPE**

Schools Division Superintendent

Encl.: PAWIN F-016  
Reference: None  
FN: HRDS TD/trg



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

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**Republic of the Philippines**  
**Department of Education**  
 NAME OF STRAND/REGION/SDO/SCHOOL

**COLLECTIVE ACTIVITY PROPOSAL FOR FY <year>**

<b>PROPONENT OFFICE:</b> <i>(Please indicate the Complete Office Title (Division, Strand), Program Manager/Focal and contact no.)</i>
<b>PROGRAM NAME:</b> <i>(Program Area wherein the Activities are included)</i>
<b>AMOUNT REQUESTED:</b> <i>(Total Amount of the all the proposed activities of the Program charged to OPDNTP fund)</i>
<b>I. RATIONALE:</b> <i>Briefly state your office mandate and its need to implement Organizational and Professional Development for Non-Teaching Personnel/Teaching Personnel programs, activities, and projects.</i>

<b>II. PROPOSED OPDNTP ACTIVITIES FOR FY 2021</b> <i>*Note: Arrange the order of your activities from most priority to least priority</i>	
<b>A. (Title of Activity)</b> <i>(The title should clearly state the type of activity. Is it a project, training, workshop, meeting, etc.?)</i> <i>E.g. Training on Technical Presentation and Activity Facilitation Skills</i>	
<b>A.1. Date of Conduct:</b> <i>Indicate the dates of the activity from first to last day. For one-day activity, include time duration.</i> <i>E.g. January 7-10, 2020</i>	<b>A.2. Duration of Activity:</b> <i>Indicate the number of full days or number of hours for less than one-day activity.</i> <i>E.g. Three full days</i>
<b>A.3. Venue/Platform:</b> <i>Indicate preferred city and province.</i> <i>E.g. Tagaytay City, Cavite</i>  <i>Or the Platform to be used for online activity</i> <i>E.g. Zoom, MSTeams, google meet</i>	<b>A.4. Target Participants:</b> <i>Specify the nature and total number of participants, Facilitators, RPs.</i> <i>E.g.</i> <i>40 Administrative Technical Staff of BHROD; 2 Resource Persons</i> <b><i>(Please attach the list of target participants)</i></b>
<b>A.5. Activity Rationale:</b> <i>-Why the need to conduct the activity??</i> <i>-How does the activity advance /support the office or organization's priorities (based on Strategic Reform Agenda, Thrusts and Directions, etc.</i> <i>-What identified operational and learning needs will the activity address?</i> <i>- What are the desired results of this activity/project?</i>	
<b>A.6. Objective:</b> <i>- State the general goal of the activity and the specific objectives that are stated with SMART indicators (Specific, Measurable w/Measurement, Achievable, Relevant, Time-Oriented).</i>  <i>E.g.</i> <i>This three-day training aims to provide appropriate knowledge, skills, and attitude for the participants to be able to:</i> <ol style="list-style-type: none"><li><i>1. Discuss....</i></li><li><i>2. Identify...</i></li></ol>	



**Address:**  
**Telephone Nos.:**  
**Email Address:**  
**Website:**

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**3. Demonstrate....**

**A.7. Expected Output:**

- Outputs are those results which are achieved immediately after implementing an activity. This may be reflected on the activity documentation report and activity evaluation report.

*E.g. Manual on...*

**A.8. Methodology:**

- State how the activity will run with the given design. (Time, Activities, Responsible Persons, Method)

**A.9. Resource Requirement**

- Workforce needed (who will serve as secretariat, facilitator, program manager, documenter, Resource Persons, etc)
- Materials needed
- Logistical Requirements

**A.10. Budgetary Requirement**

Batch	No. of Pax	EXPENSES				TOTAL
		Supplies	Travel	Honor-arium	Contingency	

- input as indicated in your draft Expenditure Matrix
- you may delete expenses column that are not applicable or change to applicable expense (eg. expenses: Board and lodging, communication expenses, supplies, etc.)

**B. (Title of Activity)**

B.1. Date of Conduct:

B.2. Duration of Activity:

B.3. Venue/Platform:

B.4. Target Participants:

B.5. Activity Rationale:

B.6. Objective:

B.7. Expected Output:

B.8. Methodology:

B.9. Resource Requirement

B.10. Budgetary Requirement

Batch	No. of Pax	EXPENSES				TOTAL
		Supplies	Travel	Honor-arium	Contingency	

\*Add columns for additional activities



**Address:**  
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**Website:**



Prepared by:

Noted by:

**(Signature over Printed Name)**

Position

Date:

**(Signature over Printed Name)**

Immediate Superior

Date:

Recommending Approval as to Purpose:

**(Signature over Printed Name)**

School Head

Date:

Reviewed by:

Recommending Approval as to Content &  
Availability of Fund:

**DENNIS C. ALCANO**

SEPS-HRDS

Date:

**(Signature over Printed Name)**

School Head

Date

Approved:

**CRISTY C. EPE**

Schools Division Superintendent

Date:



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