

Republic of the Philippines

Department of EducationREGION XI

SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division Superintendent 30 MAY 2023 h:74 \

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/lra



Address: Capitol Complex, Brgy. Cabidianan, Nabunturan, Davao de Oro

Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)

Email Address: davaodeoro@deped.gov.ph Website: www.depeddavaodeoro.ph

Doc Ref Code	PAWIM-F-019	Dou	00
200.7100000		Kev	00
Effectivity	09.12.22	Page	1 of 1



Republic of the Philippines

Department of Education

NAME OF STRAND/REGION/SDO/SCHOOL

COLLECTIVE ACTIVITY PROPOSAL FOR FY < year>

PROPONENT OFFICE:

(Please indicate the Complete Office Title (Division, Strand), Program Manager/Focal and contact no.)

PROGRAM NAME:

(Program Area wherein the Activities are included)

AMOUNT REQUESTED:

(Total Amount of the all the proposed activities of the Program charged to OPDNTP fund)

I. RATIONALE:

Briefly state your office mandate and its need to implement Organizational and Professional Development for Non-Teaching Personnel/Teaching Personnel programs, activities, and projects.

II. PROPOSED OPDNSP ACTIVITIES FOR FY 2021

*Note: Arrange the order of your activties from most priority to least priority

A. (Title of Activity)

(The title should clearly state the type of activity. Is it a project, training, workshop, meeting, etc.?)

E.g. Training on Technical Presentation and Activity Facilitation Skills

A.1. Date of Conduct: Indicate the dates of the activity from first to last day. For one-day activity, include time duration. E.g. January 7-10, 2020	A.2. Duration of Activity: Indicate the number of full days or number of hours for less than one-day activity. E.g. Three full days
A.3. Venue/Platform:	A.4. Target Participants:
Indicate preferred city and province.	Specify the nature and total number of participants,
E.g. Tagaytay City, Cavite	Facilitators, RPs.
	E.g.
Or the Platform to be used for online	40 Administrative Technical Staff of BHROD; 2 Resource
activity	Persons
E.a. Zoom, MSTeams, google meet	(Please attach the list of target participants)

A.5. Activity Rationale:

- -Why the need to conduct the activity??
- -How does the activity advance /support the office or organization's priorities (based on Strategic Reform Agenda, Thrusts and Directions, etc.
- -What identified operational and learning needs will the activity address?
- What are the desired results of this activity/project?

A.6. Objective:

- 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).

E.g.

This three-day training aims to provide appropriate knowledge, skills, and attitude for the participants to be able to:

- 1. Discuss....
- 2. Identify...



Doc. Ref. Code	PAWIM-F-016	Rev	00
Effectivity	09.20.21	Page	1 of 3



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

Title of Activity

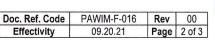
Batch No. of		EXPENSES				TOTAL
Dation	Pax	Supplies	Travel	Honor-arium	Contingency	TOTAL
	1					

- 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. Dura	ation of Activity:		
B.3. Venue/Platform:	B.4. Targ	get Participants:		
B.5. Activity Rationale:				
B.6. Objective:				
B.7. Expected Output:				
B.8. Methodology:				
B.9. Resource Requiremen	t			
B.10. Budgetary Requirement				
Batch No. of		ENSES		TOTAL
Pax Sup	plies Travel	Honor-arium	Contingency	TOTAL

*Add columns for additional activities







Prepared by:

Noted by:

(Signature over Printed Name)

Position

Date:

Recommending Approval as to Purpose:

(Signature over Printed Name)

Immediate Superior

Date:

(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:

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

Doc. Ref. Code	PAWIM-F-016	Rev	00
Effectivity	09.20.21	Page	3 of 3