



**DIVISION MEMORANDUM**  
No. 137, s. 2015

**POLICY GUIDELINES ON THE CONDUCT OF TRAININGS  
AND PREPARATION OF PROJECT PROPOSAL**

To: Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary and Secondary Schools  
Teachers

1. When planning for a short term trainings (at least 3 days), the standards formulated by the DepEd-Central Office must be followed:

The training program must be/have...

- 1.1 Responsive to the participants' needs and aligned with DepEd Vision, Mission and strategic directions.

- The training program is anchored on competency-based assessment of development needs
- The conduct of the training and development activities is based on the teacher's Individual Plan for Professional Development (IPPD) which must be consistent with the School's Plan for Professional Development (SPPD) integrated in the School Improvement Plan of the school

- 1.2 Developed based on sound learning and development principles.

- Training design and methodologies are based on adult pedagogy

- 1.3 Clear training management structure and accountabilities. The training must have a

- 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 the provision for health, wellness and security of the participants
- Finance Officer – oversees the efficient allocation of funds and timely release as well as documentation for liquidation
- M & E Coordinator – implements M & E activities and prepares report
- Trainers – delivers the training
- Documenters/secretariat – records the proceedings of the training; prepares and submits narrative & pictorial report of the training

- 1.4 Efficient logistical arrangements

- Venue - facilities, workspace, amenities, security and safety of the participants
- Accommodation - capacity, amenities, security, safety and accessibility to the training venue, if separate from the venue
- Food provision – quantity, quality, diet requirements of the participants
- Training materials are available

- 1.5 Effective delivery of facilitators/trainers

- Management staff and trainers met the requirements based on a set of criteria
- Planned activities are conducted as schedules and are facilitated well
- Participants' registration is systematic
- Participants are engaged in the activities

1.6 Mechanism for monitoring and evaluation

- M & E tools are consistent with the framework and standards
- M & E work responsibilities are indicated
- M & E data are gathered and processed immediately
- M & E results are used to inform improvement efforts and policy decision

2. For purpose of uniformity, the format for project/training proposal must be followed:

- I. TITLE
- II. PROPONENT
- III. DATE & VENUE
- IV. RATIONALE & OBJECTIVES
- V. DESCRIPTION OF THE PROJECT/TRAINING
- VI. PARTICIPANTS
- VII. TRAINERS/RESOURCE SPEAKERS
- VIII. BUDGETARY REQUIREMENTS (detailed; include source of budget)
- IX. MONITORING & EVALUATION (Attach the M & E tool)

Prepared by:

Noted:

\_\_\_\_\_  
Teacher/Proponent

\_\_\_\_\_  
Principal

Recommending Approval:

**LYN V. LANSANGAN**  
Chief, SGOD

APPROVED:

**NICOLAS T. CAPULONG, Ph.D., CESO V**  
Schools Division Superintendent

3. The following must be attached to the proposal:

- Training Design/Matrix
- Work Plan
- Training Management/Working Committees
- Results of Training Needs Assessment

4. The proponent must write a letter addressed to the principal asking for permission to conduct the training. The principal will then endorse the proposal, which is written on a long bond, to the Schools Division Office for approval. Once approved, the proposal will be endorsed back to the proponent through the school head. Only then will the proposed training be conducted. No training shall be conducted without the approved project proposal.

5. Three (3) days after the conduct of the training, a 2-page narrative and pictorial report must be submitted to the Division Office, Attention: Lyn V. Lansangan, Chief, SGOD.

6. If the proposal involves the preparation of a workbook or module, the subject area supervisor concerned must review the proposal before it is recommended for approval by the Schools Division Superintendent.

7. For clarifications, please visit the Division Office, School Governance and Operations Division or call telephone number 322-5722.

8. Wide dissemination of this memorandum is desired.



**NICOLAS T. CAPULONG, Ph.D., CESO V**  
Schools Division Superintendent