



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

**Office of the Schools Division Superintendent**

May 10, 2022

**Office Memorandum**  
No. 155, s. 2022

**ADDENDUM TO DIVISION MEMORANDUM NO. 2B S. 2021**

**To:** OSDS/CID/SGOD  
Public Elementary and Secondary School Heads  
All others concerned

1. The Schools Division Office issued Division Memo. No. 2B s. 2021 (Reiteration on the Adoption of the Process Flow in the Conduct of Division Learning and Development Activities).
2. In addition, DepEd Order No. 32, s. 2017 stipulated that development and capacity building, through in-service trainings and workshops in coordination with the National Educators Academy of the Philippines (NEAP) and relevant private education institutions, are aligned with Gender-Responsive Basic Education (GRBE) and capacitate all teachers in both public and private schools on GRBE, human rights education, and peace education.
3. Relative to this, DepEd-Tabuk City issues this memorandum to incorporate and integrate GRBE in all learning and development programs and projects using the attached templates for project design and completion reports (Enclosures 1 and 2).
4. Learning and Development Programs and Project Designs and completion reports should have passed through the Division Heads for review.



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Office	Division Heads
School Governance and Operations Division (SGOD)	Sally P. Feken CES SGOD
Curriculum Implementation Division (CID)	Ramonchito A. Soriano CES CID
Office of the Schools Division Superintendent (OSDS) Finance	Sixto D. Lang-ay Jr Accountant III
Office of the Schools Division Superintendent (OSDS) Administrative	Dorothy S. Asingal Administrative Officer V

5. All learning and development activities conducted at the Division level are open to all teaching, teaching related and non-teaching personnel regardless of age, ethnicity or cultural background, gender or sexual orientation, ability or disability, and religious affiliation.

6. Attached are the following documents for ready reference.

7. Immediate dissemination of and strict compliance to this Memorandum is directed.

*Angway*  
**IRENE S. ANGWAY PhD, CESO VI**  
Schools Division Superintendent 



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**APPROVAL SHEET**  
**(Program Design)**

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Title of Learning and Development

**NAME OF PROPONENT**  
Program Holder/Implementer

Reviewed:

**MARIA MEDEA C. VALLEJO**  
OIC-SEPS-HRTD/Training Manager

**NICASIO C. SUMARITA JR.**  
EPS EsP/Division GAD Focal

\_\_\_\_\_  
Head of the Functional Division

**NILDA T. MENDOZA**  
Budget Officer III

Recommending Approval:

**FELICIANO L. AGSAOAY JR, PhD**  
Chairman/Officer-In-Charge  
Assistant Schools Division Superintendent

Approved:

**IRENE S. ANGWAY PhD., CESO VI**  
Consultant/ Schools Division Superintendent

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**LEARNING AND DEVELOPMENT (L & D)  
PROGRAM DESIGN TEMPLATE**

**I. IDENTIFYING INFORMATION**

Program/Project Title:	<i>It should be shortened to capture the program or project that needs to be addressed and achieved.</i>  <i>Program implies a set of projects which are linked to one another, in a sequential manner to attain the combined benefits.</i>  <i>Project refers to the temporary activity, which is undertaken to create a distinct product or service, that has certain objectives.</i>
Learning Area/Focus	

	Target
Location and Venue:	
L & D Duration:	
Date:	

**II. PROJECT MANAGEMENT AND PARTICIPANTS**

Number of Program Management Team Key Members/Participants

<b>Program Management Team</b>				
Task	Name/ Position/ Office	Male (Number)	Female (Number)	Total
Over-all Program Lead (SDS)				
Assisted Program Lead ASDS				



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Assistant Program Manager <i>(CID/ SGOD Chief)</i>				
Proponent/s <i>(Program Owner/ Focal Person)</i>				
Training Manager <i>(HRTD Section)</i>				
SMME <i>Activity Pre-Assessment/ Evaluation</i>				
Logistics <i>(Finance, Supply/ Asset Management Office, BAC)</i>				
Welfare <i>(Medical Officer)</i>				
Facilitators				
Process Observers				
Resource Persons/Invited Personnel				
Total				

<b>L &amp; D Target Attendees</b>			
	Male <i>(Number)</i>	Female <i>(Number)</i>	Total
Non-Teaching • <i>(Specify)</i>			
Teaching Related • <i>(Specify)</i>			
Teaching • <i>(Specify)</i>			
Total			

### III. PROBLEM STATEMENT/PROJECT RATIONALE

*Anchor your program or project to the international covenants like Sustainable Development Goal, National Laws like Magna Carta of Women and mandate of the Agency*

*A brief analysis or summary of the problems identified to the project or issue being articulated by both men and women, male and female pupils or students*

*Use of quotes, live example, references research data, annual agency's report and press articles would be very helpful*



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#### IV. PROJECT DESCRIPTION

<b>Project Goal/Objectives</b>	<p>Goal is a very general, high level and long term objective of the project</p> <p>Objectives are very specific objectives that the project aims to achieve within the stipulated time. Should be SMART</p> <p>Relevant words to formulate objectives are Decrease, increase, strengthen, improve, and enhance</p>
<b>Strategies/Activities</b>	<p>Describe briefly your strategies and how it addresses the problem being identifies or need solutions</p> <p><u>Strategies can include</u> Capability-building, Awareness Building, Advocacy, Organizational Development, Victim Support Strategy, Research and Development</p> <p><u>Activities can include</u> Training, Workshops, Staff training, Forum, Conferences, Meeting, Legal Support, Counseling, Forming of Bantay Kalikasan</p> <p>Some appropriate words for activity objectives are train, provide, produce, establish and create</p>
<b>Output/s</b>	Immediate results that are achieved soon after project completion or any specific project activity
<b>Outcome/s</b>	Results that have been or that are to be achieved after some period, but not immediate
<b>Impact</b>	Longer-term result that has happened because of activities undertaken in the project.

#### V. TRAINING MATRIX

Day 1 (Date)	
TIME	ACTIVITIES
7:30- 8:00	Arrival and registration
8:01- 8:30	Opening Program

#### VI. BUDGETING AND COSTING

(Setting aside cost and expenses of the different project components and activities, availability and affordability)



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Program/Project Budget allocation	Php _____
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Description	No. of Pax	Particulars	Unit Price	Total Amount
1. Meals and Snacks				
Day 1				
Day 2				
2. Training Materials				
e.g Epson Ink				

### VII. SUSTAINABILITY PLAN/EXIT PLAN

*Project sustainability is the capacity to continue project generated benefits or goods and services over a period of time after the project is completed. While sustainability in an organization would mean as the capability of the organization to continue its core activities and to sustain delivery of goods and services and in so doing ensure operational and financial viability of the organization.*

### VIII. MONITORING AND EVALUATION

Notes

- *What are the things to be monitored?*
- *What are the indicators to be monitored?*
- *Who are the members of the monitoring and evaluation?*
- *Give the roles and responsibilities of the monitoring and evaluation team?*
- *Describe whether members of the monitoring and evaluation team have already undergone GAD related activities like seminar and training?*



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**ACCEPTANCE SHEET**  
**(Program Completion Report)**

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Title of Learning and Development

**NAME OF PROPONENT**  
Program Holder/Implementer

Reviewed:

**MARIA MEDEA C. VALLEJO**  
OIC-SEPS-HRTD/Training Manager

**NICASIO C. SUMARITA JR.**  
EPS EsP/Division GAD Focal

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Head of the Functional Division

Recommending Acceptance:

**FELICIANO L. AGSAOAY JR, PhD**  
Chairman/Officer-In-Charge  
Assistant Schools Division Superintendent

Accepted:

**IRENE S. ANGWAY PhD, CESO VI**  
Consultant/ Schools Division Superintendent



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**LEARNING AND DEVELOPMENT COMPLETION REPORT TEMPLATE**

<b>Program/Project Title:</b>				
<b>Learning Area/Focus</b>				
<b>Location and Venue:</b>				
<b>L &amp; D Date/Duration</b>	Proposed Date	Actual Date of Implementation	Duration (Days/Hours)	
<b>L &amp; D Participants/Attendees</b>	<b>Performance Management Team</b>			
	Number of Participants	Male	Female	Total
	Target Number			
	Actual Number			
	<b>L &amp; D Attendees</b>			
	Target Number (Specify)			
	• Non-Teaching			
	• Teaching Related			
	• Teaching			
	Total			
	Actual Number (Specify)			
	• Non-Teaching			
	• Teaching Related			
	• Teaching			
Total				



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<b>Summary of Attendance</b>	<i>Summarize the attendance according to gender in paragraph form based on the attached attendance sheets (Attachment 1).</i>
<b>Executive Summary</b>	<i>Summarize the key points of the implemented learning and development program or project.</i>
<b>Program/Project Objectives</b>	<i>At the end of the program/project the participants will have</i> <ul style="list-style-type: none"> <li>▪ <i>(Add objectives from the program design/resource package)</i></li> </ul>
<b>Program Schedule/ Matrix/Design</b>	
<b>Key Results</b>	<ul style="list-style-type: none"> <li>▪ <i>(Identify the key results from the conduct of the training program)</i></li> <li>▪</li> <li>▪</li> </ul>
<b>Resources Materials</b>	<i>(Identify the resources required to conduct the program e.g. session guides, references, etc.</i>
<b>M &amp; E Analysis</b>	<i>(Based on the results of the End-of-Program Evaluation) Analysis should include</i> <ul style="list-style-type: none"> <li>▪ <i>Results from the participants' evaluation of the program</i></li> <li>▪ <i>Results from the facilitators review of the program</i></li> <li>▪ <i>Results from the program managers review of the program</i></li> <li>▪ <i>Strengths and areas for improvement should be identified in this section</i></li> </ul> <i>(Include as Attachment 3 a copy of the M &amp; E Results)</i>
<b>General Comments and Issues Encountered</b>	<i>In this section make any general comments about the program and identify any issues encountered in relation to:</i> <ul style="list-style-type: none"> <li>▪ <i>its delivery</i> <ul style="list-style-type: none"> <li>- <i>trainers/facilitators</i></li> <li>- <i>participants</i></li> <li>- <i>content of program</i></li> <li>- <i>delivery strategies</i></li> <li>- <i>training materials</i></li> </ul> </li> <li>▪ <i>its management</i> <ul style="list-style-type: none"> <li>- <i>prior to delivery</i></li> <li>- <i>during the training proper</i></li> </ul> </li> </ul>
<b>Recommendations</b>	<i>In this section, you will discuss any recommendations you may have to improve future programs. Suggestions may cover program management, facilitation, session guides, resource materials, or other concerns. Gender-responsive basic education should be considered.</i>



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**Financial Report**

Proposed Program/ Project Budget Allocation	Php _____
Actual Expenses	Php _____

(Attach breakdown of board and lodging, honoraria, training materials, administrative cost, profit margin)

**Program Report Attachments****Attachment 1: List of Participants**

Please attach the attendance sheets

**Attachment 2: Attachment Sheets**

Please attach memo, training matrix, project design and others

**Attachment 3: M & E Results**

Please attach the M & E results from the participants  
(Get a copy from the SMME Section)

**Attachment 4: Breakdown of Expenditures**

Please attach the purchase request and order  
(Get a copy from the supply office)

**Attachment 5: Photo Documentation with captions**

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