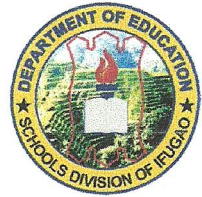




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao, 3600



DIVISION MEMORANDUM

No. 01 s. 2016

TO : Education Program Supervisor, Public Schools District Supervisors, Unit Heads
Secondary and Elementary School Heads

FROM : **SALLY B. ULLALIM, CESO V**
Schools Division Superintendent

SUBJECT : **Policy and Guidelines in the Conduct of Training Programs in the Schools Division
Office of Ifugao**

DATE : April 4, 2016

1. Training is an important resource in any organization. Implemented in the most effective way, it can assist in overcoming work-based problems and help provide a more skilled and productive workforce as well as assist the organization in achieving its goals.
2. For efficient and effective conduct of trainings in the Schools Division Office of Ifugao, the following guidelines must be observed:

2.1. Training programs must meet the following conditions:

- 2.1.1. The skills to be acquired by those attending the training are identified before the training starts.
- 2.1.2. The end result of the training must be identified before the training commences.
- 2.1.3. There must be work-based benefits as a result of the training such as reduced wastage or higher productivity.

2.2. All training activities must be approved before it is conducted.

- 2.2.1. Training proposals must be submitted to HRD office for review and appropriate recommendation for approval at least three weeks before its conduct.
- 2.2.2 HRD office will be given at least three to five days to review and take appropriate actions.

- 2.1.3. Training proposals that need improvement are to be returned immediately to sender for compliance to suggestions and to be re submitted to HRD for review and recommendation for approval.
- 2.1.4. Approved training proposals are to be returned immediately to proponent for implementation.
- 2.1.5. Training completion report must be submitted to HRD two weeks after its conduct.

3. Training Proposals should contain the following information in the given format:

- I. Identifying Information
 - Title of Activity
 - Date
 - Venue
 - Expected Participants (attach list of expected participants)
 - Proposed Budget
 - Source of Fund
 - Proponent (indicate CP #)
- II. Rationale
- III. Objectives
- IV. Expected Output
- V. Program of Activities/ Training Matrix
- VI. Budgetary Requirement
- VII. Session Guides (attachment)

4. Training completion report should contain the following information in the given format:

- I. Identifying Information
 - Title of Activity
 - Date
 - Venue
 - Participants (Actual)
 - Budget (Actual expenditure)
 - Source of Fund
 - Proponent
- II. Training Objectives
- III. Highlights of the training (processes, activities that were done that contributed to the attainment of the objectives – day to day & per session)
- IV. Insights/learnings gained
- V. Recommendations/Suggestions
- VI. Training evaluation

- A. Daily session evaluation (session & speaker)
- B. Program/training evaluation (tabulation & interpretation)
- VII. Photo documentation with caption
- VIII. photocopy of attendance sheet (attachment)
- IX. soft copy of list of participants (attachment)

5. For dissemination and compliance.

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