



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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March 29, 2021

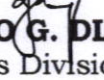
**DIVISION MEMORANDUM**

No. 098, s. 2021

**SUBMISSION OF ACTIVITY PROPOSALS FOR THE CONDUCT OF LEARNING  
AND DEVELOPMENT (L&D) AND CAPABILITY BUILDING ACTIVITIES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Principals in-Charge  
Section/Unit Heads  
All Others Concerned

1. In line with the conduct of Learning and Development (L&D) and Capability Building activities, all activity proposals shall adhere to the L&D Program Design Template to include the Training Matrix herein attached as Enclosure.
2. The SGOD Human Resource Development specialists shall review the documents for recommendation and approval.
4. For inquiries, please contact the SGOD HRD specialists through the email address, [hrd.northernssamar@deped.gov.ph](mailto:hrd.northernssamar@deped.gov.ph) and/or mobile numbers 09216193915 and 09675136597.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**GORGONIO G. DIAZ JR., PhD, CESO V**  
Schools Division Superintendent



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**Program Design**

- I. General Program Information
  - 1.1 Program Title
  - 1.2 Program Description
  - 1.3 Prerequisite Programs
  - 1.4 Duration
  - 1.5 Delivery Mode
  - 1.6 Target Participants
  - 1.7 Resource Person/s
  - 1.8 Activity Request per PMIS (if applicable)
  - 1.9 Budget Requirements
  - 1.10 Date and Venue
- II. Background and Rationale
- III. Objectives
- IV. Expected Results/Success Indicators
- V. Funding Requirements/Budget Proposal

DESCRIPTION	AMOUNT
<b>TOTAL</b>	

**VI. Training Matrix**

**Prepared by:**

(proponent)

**Reviewed by:**

(SGOD HRD Specialists)

Availability of Funds:

(Accountant or Budget Officer)

**Recommending Approval:**

(SGOD Chief)

(CID Chief)

**Approved:**

Schools Division Superintendent