



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

October 19, 2021

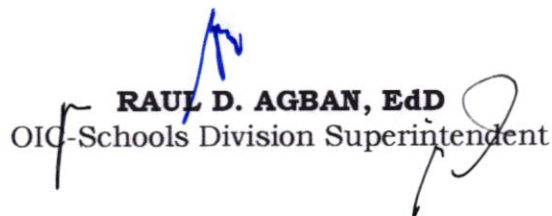
DIVISION MEMORANDUM

No. 392, s. 2021

UPDATING OF ACTIVITY PROPOSALS FOR THE CONDUCT OF LEARNING AND DEVELOPMENT (L&D) AND CAPABILITY BUILDING ACTIVITIES USING THE NEW TEMPLATE

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 and chief supervisors, depending on which office spearheads the activity, shall review the documents for the approval of the Schools Division Superintendent upon recommendation of the Assistant Schools Division Superintendent.
3. For inquiries, please contact the SGOD HRD specialists through the email address, hrd.northernsamar@deped.gov.ph and/or mobile numbers 09216193915 and 09675136597.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAUL D. AGBAN, EdD
OIC-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

Terminal Objectives:

Session Objectives:

IV. Expected Results/Success Indicators

V. Funding Requirements/Budget Proposal

Particulars	Unit	Quantity	Unit Price	Total

VI. Training Matrix

Time	Activity/Session	Resource Person/s

VII. Program Management Time

Prepared by:

(proponent)

Reviewed by:

SGOD HRD Specialist

Chief Supervisor

Availability of Funds:

Division Accountant

Budget Officer

Recommending Approval:

Assistant Schools Division Superintendent

Approved:

Schools Division Superintendent