



Barcode/Track Number



Republic of the Philippine  
**Department of Education**  
**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

RELEASED  
 FILE NO. 024-1115  
 DATE: 16 MAY 2024  
 BY: [Signature]  
 RECORDS SECTION

<b>Name</b>	<b>Dae P. Habalo</b> <b>Dennis Charl F. Andalajao</b>
<b>Position/Designation</b>	SEPS for Planning & Research SEPS for Monitoring & Evaluation
<b>Permanent Station</b>	SDO Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the Training on Planning and Monitoring Technologies
<b>Host of Activity</b>	DepEd Central Office
<b>Inclusive Dates</b>	May 20-24, 2024
<b>Destination</b>	Legaspi City, Albay
<b>Fund Source</b>	Division MOOE/Local Funds

I hereby attest that the information in this form and in the supporting documents attached here to are true and correct.

[Signature]  
**Dae P. Habalo**  
 SEPS for Planning & Research  
 Name and Signature of Requesting Employee

May 14, 2024  
 Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

[Signature]  
**RACHEL B. PICARDAL EdD**  
 SGOD Chief  
 Name and Signature of Recommending Authority

MAY 14 2024  
 Date

**APPROVED**

[Signature]  
**NERI C. OJASTRO EdD, CESO V**  
 Schools Division Superintendent  
 Name and Signature of Approving Authority

5/15/2024  
 Date



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

Office of the Regional Director

**REGIONAL MEMORANDUM**

No. **385**, s. 2024

02 MAY 2024

**TRAINING ON PLANNING AND MONITORING TECHNOLOGIES**

To: Schools Division Superintendents  
 All Others Concerned

1. This has reference to the memorandum from the Office of the Undersecretary for Administration, Usec. Nolasco A. Mempin, herein attached, relative to the conduct of the Training on Planning and Monitoring Technologies in Legaspi City, Albay, on May 20-24, 2024. The participants of this training are the following:

Regional Office	Division Office
1. PPRD Chief	1. SEPS for Planning and Research
2. PPRD Education Program Supervisor	2. Planning Officer
3. Planning Officers	3. SEPS for School Management Monitoring and Evaluation
4. QAD Chief	
5. QAD Education Program Supervisor	

2. More details are read in the attached memorandum.
3. For the information and compliance of all concerned.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO IV**  
 Director IV  
 Regional Director

STJ/FYA/PPRD/bd



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
 Telephone Number: 639457623193 local 700



Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-

**MEMORANDUM**

FOR : **Regional Directors**  
**Schools Division Superintendents**  
**Chiefs of the Policy Planning and Research Division (PPRD),**  
**Quality Assurance Division (QAD), and School Governance and**  
**Operations Division (SGOD)**

FROM : **NOLASCO A. MEMPIN**  
Undersecretary for Administration

SUBJECT : **Administrative Arrangements on the Conduct of the Clustered**  
**Training on Planning and Monitoring Technologies**

DATE : 19 April 2024

In line with the memorandum entitled “**Clustered Training on Planning and Monitoring Technologies**”, we are providing additional details regarding the conduct of the aforementioned training program.

Below are the first batch of clusters and target training schedules for reference.

<b>Participating Region</b>	<b>Host</b>	<b>Schedule</b>	<b>Venue</b>
CAR, Regions I, and II	Region II	May 6-10, 2024	Pulsar Hotel, Buntun, Tuguegarao City
Regions V, and VII	Region V	May 20-24, 2024	Within Legaspi City, Albay
Regions IV-A, and IV-B	Region IV-B	June 17-21, 2024	Within NCR
Regions XI, and X	Region XI	July 1-5, 2024	Within Davao City

In line with this, the host regions are enjoined to proceed with the preparatory activities relative to the conduct of the training. Coordination and collaboration among regions per cluster are expected to ensure smooth implementation of the training.

For further guidance, participants are requested to take note of the following guidelines and instructions:

1. The training program will be a five (5) day event, including travel time, pre-work, and technical dry run for the secretariat. A minimum of **32 hours** will be dedicated to the training sessions.
2. The target participants are the following:

<b>Regional Offices</b>	
<i>Policy, Planning, and Research Division (PPRD)</i>	a. Chief Education Supervisor (1) b. Education Program Supervisor (1) c. Planning Officer/s (PO)
<i>Quality Assurance Division (QAD)</i>	a. Chief Education Program Supervisor (1) b. Education Program Supervisor (1)
<b>Schools Division Offices</b>	
<i>School Governance &amp; Operation Division</i>	a. SEPS for Planning and Research (1) b. Planning Officer (1) c. SEPS for School Management Monitoring and Evaluation (1)

*Note: Final target participants as corrected from the previously issued memorandum*

3. The training program will cover the following topics:
  - a) Situation and Problem Analysis
  - b) Forecasting and Targeting
  - c) Key Shifts and Strategies
  - d) Scenario Building
  - e) Developing Results Framework
  - f) Using Feedback Loop in Monitoring
  - g) Monitoring, Evaluation, and Adjustment
  - h) Education Futures Thinking
  - i) Other relevant updates on planning and monitoring policies and processes
4. For the sessions:
  - a. Each session will be facilitated by DepEd Central, DepEd Regional Offices, and external Resource Persons from development partners, public, and private institutions.
  - b. Group activities will be incorporated to promote interactive learning.
  - c. Pre- and post-assessment will be provided to gauge the progress of learning of participants, and to ensure that comments/inputs will be captured to improve the succeeding clustered training.
5. The downloaded Program Support Fund (PSF) to the host region shall cover expenses for the board and lodging of participants and resource persons/facilitators. Also, this will fund the supplies and materials for the

training. Please note that expenses incurred for the board and lodging beyond the training duration are the **responsibility of the individual concerned**.

6. Host regions will provide proper planning and coordination to ensure a smooth and successful event. This includes preparatory activities such as but not limited to:
  - a) Procurement of the venue for the board and lodging.
  - b) Purchase/procurement of supplies and materials.
  - c) Issuance of memorandum to the cluster participants and guests to be signed by the Regional Director of the host region. This includes the final date, venue, and other logistic administrative arrangements.
  - d) In collaboration with the Planning Service-Planning and Programming Division:
    - a. finalize the program;
    - b. provide technical and secretariat work in collaboration with the partner region/s and Schools Division Offices;
    - c. provide suggestions and recommendations to the Resources Persons/Facilitators; and,
    - d. prepare the activity completion report.
  - e) Lead the opening and closing program
  - f) Other necessary tasks to ensure the smooth conduct of the program
7. Participating regions are instructed to coordinate with their respective host for the final administrative and logistical arrangements.
8. Travelling expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.

Additionally, the remaining regions may still request funding through a formal request letter addressed to the Office of the Undersecretary for Administration, copy furnished to the Office of the Assistant Secretary for Administration, and the Planning Service - Planning & Programming Division (PS-PPD). Submission of requests shall be acknowledged not later than April 30, 2024. A separate schedule for the remaining clusters will be issued later.

For any questions or further clarifications, you may coordinate directly with either **Mr. Deryll S. Santos** or **Mr. Marc Adrian F. Gianan** of the PS-PPD through email at **ps.ppd@deped.gov.ph** and copy furnished to **deryll.santos@deped.gov.ph** and **marc.gianan@deped.gov.ph**. Alternatively, you may also contact them via telephone number **(02) 8633-7216**.

Immediate dissemination of this memorandum to all concerned is desired.

**Capacity Building on Planning and Monitoring Technologies  
Indicative Program Design**

<b>Day</b>	<b>Topic</b>	<b>Objectives</b>
Day 1: AM	<i>Arrival and Registration</i>	
Day 1: PM	<i>Preliminaries</i>  <i>Input: Strategic Planning: Concepts, Process, Types of Plans, Strategic Planning Cycle</i>	<i>Present and level-off on the concepts of strategic planning, types, and cycle</i>
Day 2: AM	<i>Input: Situational Analysis</i> <ul style="list-style-type: none"> <li>- Results Framework: Data collection and organization</li> <li>- Dashboard and KPIs <ul style="list-style-type: none"> <li>- Segmentation and Characterization</li> </ul> </li> <li>- Review of Past Performance</li> <li>- PESTLE</li> <li>- SWOT</li> </ul> <i>Workshop and Presentation</i>	<i>Establish the current context and performance; Identify problematic performance indicators; Pinpoint and locate problem areas (programs, target groups, key stages) that need to be addressed</i>
Day 2: PM	<i>Input: Prioritization based on causality: Problem Analysis and Solutions Identification</i>  <i>Workshop and Presentation</i>	<i>Identify root problems causing underperformance and formulate solutions</i>
Day 3: AM	<i>Input: Setting the Targets Using of Different Lenses</i>	<i>Present different lenses that are useful in analysis of the context and in setting the targets;</i>
	<i>Input: Key Shifts and Change Strategies</i>	<i>Formulate change strategies based on the environment analysis that would address priority problem areas</i>
	<i>Workshop and Presentation</i>	
Day 3: PM	<i>Input: Scenario Building</i>	<i>Present how the financial requirement of the plan is prepared based on current parameters</i>
Day 4: AM	<i>Input: Writing of Development Plan</i>	<i>Explain the standard outline in preparing a development plan</i>
	<i>Input: Plan Appraisal</i>	<i>Introduce how plans will be appraised</i>
Day 4: PM	<i>Input: Monitoring, Evaluation, Adjustment and Learning Plan</i>  <i>Workshop and Presentation</i>	<i>Present how to prepare monitoring, evaluation, adjustment, and learning (MEAL) plan</i>
Day 5: AM	<i>Input: Education Futures</i>	<i>Present the concept of education futures as guide in developing a quality development plans</i>
Day 5: PM	<i>Synthesis and Closing Activities</i>	
<i>End of Training</i>		