



Republic of the Philippines  
**Department of Education**  
Region IV-A (CALABARZON)  
**Division of Cavite**  
Trece Martires City, Cavite



Certificate Number: AJA17-0083  
July 16, 2018

C-12658  
7/18/18

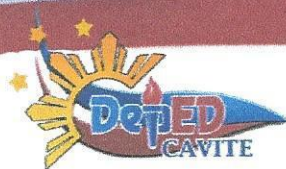
**DIVISION MEMORANDUM**  
No. 202s. 2018

**REITERATION ON THE ACCOMPLISHMENT AND SUBMISSION OF COMPLETION  
REPORT**

To: OIC, Assistant Schools Division Superintendent  
OIC, Office of the Asst. Schools Div. Superintendent  
CID Chief  
OIC Chief, SGOD  
Education Program Supervisors/Specialists  
Public Schools District Supervisors  
Elem./Sec. School Heads  
All others concerned

1. In line with the compliance of our division for the scheduled Surveillance Audit, this office would like to reiterate the accomplishment and submission of Completion Reports of any division-based training programs.
2. The proponent of the said training shall be responsible for the accomplishment and submission of the Completion Report to the Human Resource Development Section (HRDS) within five (5) days after the conduct of the training.
3. For trainings or activities with cash advance, the proponent must attach Completion Report to the Liquidation Report for submission to Accounting Unit.
4. Attached herewith is the template of Completion Report.
5. Immediate dissemination and compliance of this Memorandum is highly expected.

**CHERRYLOU D. REPIA**  
Schools Division Superintendent



**QAME Form G: PROGRAM COMPLETION REPORT** (Adopted from STRIVE-developed T and D System)

**PROGRAM COMPLETION REPORT**

<b>Program Title:</b>	(Add title of program)					
<b>Facilitator(s):</b>	(Add names of the Facilitators/trainers and their positions)					
<b>Location and venue:</b>	(Write the city and the actual venue e.g. Cebu, EcoTech)					
<b>Duration:</b>	(Include duration of the Training Program)					
<b>Date:</b>	(include dates for Training Program)					
<b>No of Participants:</b>	<b>Males</b>	(Add No.)	<b>Female</b>	(Add No.)	<b>Total</b>	(Add Total)
	Attach list of participants per learning area (Attachment 1)					
<b>Summary of Attendance</b>	Attach attendance sheets (Attachment 2)					
<b>Executive Summary</b>						
<b>Program Objectives</b>	At the end of the program the participants will have <ul style="list-style-type: none"> <li>(Add objectives from the program design/ resource package)</li> <li></li> <li></li> </ul>					
<b>Program Schedule/ Matrix/Design</b>						
<b>Key Results</b>	<ul style="list-style-type: none"> <li>(Identify the key results from the conduct of the training program)</li> <li></li> <li></li> </ul>					
<b>Resources Materials</b>	(Identify the resources required to conduct the program e.g. session guides, references, etc.					
<b>M&amp;E Analysis</b>	(Based on the results of the End-of-Program Evaluation) Analysis should include: <ul style="list-style-type: none"> <li>Results from the participants' evaluation of the program</li> <li>Results from the facilitators review of the program</li> <li>Results from the program managers review of the program</li> <li>Strengths and areas for improvement should be identified in this section</li> </ul>					



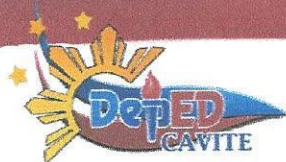


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	(Include as Attachment 3 a copy of the M&E Results)
<b>General Comments and Issues Encountered</b>	<p>In this section make any general comments about the program and identify any issues encountered in relation to:</p> <ul style="list-style-type: none"><li>• its delivery<ul style="list-style-type: none"><li>- trainers/facilitators</li><li>- participants</li><li>- content of program</li><li>- delivery strategies</li><li>- training materials</li></ul></li><li>• its management<ul style="list-style-type: none"><li>- prior to delivery</li><li>- during the training proper</li></ul></li></ul> <p>Other issues</p>
<b>Recommendations</b>	<p>In this section discuss any recommendations you may have to improve future programs. Suggestions may cover program management, facilitation, session guides, resource materials, other concerns)</p>
<b>Financial Report (Attach breakdown of board and lodging, honoraria, training materials, administrative cost, profit margin)</b>	
<b>Program Report Attachments</b>	
<b>Attachment 1: List of Participants</b>	
(Insert here)	
<b>Attachment 2: Attendance Sheets (arranged chronologically)</b>	
(Insert here)	



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**Attachment 3: M&E Results**

*(Insert here)*

**Attachment 4: Breakdown of expenditures**

**Attachment 5: Photo Documentation**

Prepared by:

**NAME**

Designation