



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

DIVISION MEMORANDUM
NO. 185, s. 2020

June 29, 2020

To: OIC, Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Unit and Section Heads
All Education Program Supervisors and Specialists
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Concerned

UPDATED HUMAN RESOURCE DEVELOPMENT TEMPLATES AND GUIDELINES

1. Pursuant to DepEd Memorandum No. 48, 2020, and DepEd Memorandum No. 50, s. 2020, this Office issues the **updated templates and guidelines on the preparation and implementation of professional development program proposals** i.e. face-to-face or virtual capacity building activities/ webinars.

2. Enclosed are the following forms and guidelines:
Attachment 1: Guidelines for the Preparation and Implementation of Training Program Proposals
Attachment 2: Form 2020A.1LSP Authorization Application Form
Attachment 3: Enclosure 2: Form 2020R.1Professional Development Programs/ Courses Recognition Application Form
Attachment 4: List of Signatories for Division Activity/ Training Program Proposal Template
Attachment 5: Activity Completion Report

3. An orientation on the NEAP Recognition System and the use of the said templates shall be conducted by this Office for all learning leaders on a date yet to be announced.





4. Questions and clarifications may be communicated to this Office through depedcavite.hrd@deped.gov.ph.

5. Immediate dissemination of and strict compliance to this Memorandum is directed.

(SGD) ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RMA/ DM No. 185 s. 2020
BU-2082/ 06/26/2020



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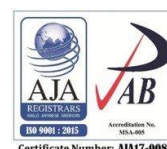
Attachment 1 to Division Memorandum no. ___, s. REGISTRATION TO NEAP-CALABARZON'S PROFESSIONAL DEVELOPMENT COURSES FOR TEACHERS, SCHOOL HEADS, AND SUPERVISORS

**GUIDELINES FOR THE PREPARATION AND IMPLEMENTATION
OF TRAINING PROGRAM PROPOSALS**

When there is NEAP-CALABARZON Call for Submission of TP Proposals	When there is NO NEAP-CALABARZON Call for Submission of TP Proposals
<p>1. All proposals shall be subjected to evaluation by the NEAP Recognition Evaluation Committee based on the stipulated policies in DepEd Order No. 1, s. 2020 to ensure that all internally or externally provided programs and courses are aligned and integrated in the wider NEAP PDP. Hence, only recognized programs and courses shall be implemented in DepEd as officially part of the DepEd PDP and shall be provided by NEAP with the following:</p> <ul style="list-style-type: none">1.1 NEAP Recognition Stamp with unique Recognition Number1.2 appropriate Professional Development Credit units (may be used for promotion and license renewal) <p>2. Training program proposals from the Division and District level shall still undergo the Division HRD Section's quality assurance prior to submission to NEAP CALABARZON.</p> <p>2.1 For capacity building activities to be provided with or through an external learning service provider (LSP), LSP must accomplish Form 2020A.1LSP Authorization Application Form</p>	<p>1. Training program proposals from the Division, District, or school level which will not undergo NEAP RO's evaluation and recognition shall still be submitted to the Division HRD section for quality assurance. Table 1 shows the procedure for the online review and approval of training proposals in the Division level. As a CPD-accredited institution, the Division will assign control numbers for certificates to be issued for Division-evaluated and implemented training program proposals until January 2021. Certificates may be used for license renewal.</p> <p>2. For virtual trainings (whether webinar or self-paced) in which case some parts of the training proposal template may not appropriately or sufficiently be supplied, kindly put "N/A" or "Not Applicable."</p> <p>2.1. A No certificate shall be issued to any participant, resource speaker, and/ or program management team member involved in any virtual L&D activity initiated in the Division, District, and/ or school-level which would not properly undergo the HRD procedure.</p> <p>2.2 Memorandum of Agreement/ Understanding and training proposal may be secured for webinars with a partner agency who will solely facilitate the said activity. Proponent shall also coordinate with the Social Mobilization and Networking Unit for partnership requirements and procedure.</p> <p>3. All training proposals (Division, District, school-based) shall be sent to depedcavite.hrd@deped.gov.ph Proponents may follow up the status of their training proposal through DepEd Cavite Province HRD Facebook page.</p>



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Table 1. Procedure on the Division Online Review and Approval of Training Proposal

ACTIVITY	RESPONSIBLE PERSONNEL	DETAILS
Submission of Training Proposal	Proponent Records staff HRD-SEPS/ EPS II	<p>Step 1</p> <ul style="list-style-type: none"> Requests for Authority to Conduct (ATC) from the Budget Office through a formal communication/ letter which shall be sent to depedcavite.budget@deped.gov.ph (For Division personnel only) Prepares and submits copy of training proposal to depedcavite.hrd@deped.gov.ph cc: depedcavite.records@deped.gov.ph Receives and records transaction in the data tracking system (DTS) Assigns DTS number to the submitted document Acknowledges receipt of proposal Review parts of the proposal and provide initial feedback <p><i>Note: All training proposal sent through other channels shall not be honored and processed Proponent shall ensure that Program Management Team members are well-oriented on their duties and responsibilities.</i></p>
Review and Approval Training of Proposal	HRD-SEPS/ EPS II Selected Division key personnel	<p>Step 2</p> <ul style="list-style-type: none"> Quality assures training proposal using DOC-HRD-FR-010 Facilitates the review and approval of the training proposal by posting the received proposal in the DepEd Cavite HRD (Online Proposal Review and Approval) Facebook group Acknowledge availability of required budget and resources by affixing signature to the training proposal



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	HRD-SEPS/ EPS II	<ul style="list-style-type: none"> • Appends e-signature of key personnel concerned upon their approval • Produce pdf copy of the approved training proposal • Provide feedback to training program proponent through email and/ or Send pdf copy of approved proposal to proponent within 5 working days upon receipt of document <p><i>Note:</i> <i>In place of the e-signature, HRD-SEPS/ EPS may opt to use (SGD) to indicate any personnel's approval</i> <i>For Division-initiated trainings, proponent must prepare a Division Memorandum to disseminate information on the activity/ training to be conducted.</i> <i>For trainings/ activities coordinated with a partner agency who will solely facilitate and issue certificate to the participants, proponent/ Division personnel in contact with the partner shall prepare an Advisory to disseminate information on the activity/ training to be conducted.</i></p>
Implementation of Training Program	PMT	<p>Step 3:</p> <ul style="list-style-type: none"> • Implements training program ensuring that the Terms of Reference and training matrix are strictly followed
Submission of Activity Completion Report	Proponent HRD SEPS/ EPS II	<p>Step 4:</p> <ul style="list-style-type: none"> • Accomplishes and submits Activity Completion Report using DOC-HRD-FR-011, along with the copy of approved training proposal and List of Actual Attendees, within ten (10) working days after the implementation of the training • Checks submitted completeness and correctness of submitted documents • Records names of participants and assigns control numbers for the online generation of certificates • Sends copy of controlled certificates to participants and/ or proponent via email or through Google drive • Files submitted documents



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