



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 466 s. 2024

To: Schools Division Superintendents
 RO Chiefs of Policy, Planning and Research Division (PPRD) &
 Quality Assurance Division (QAD)

CLUSTERED TRAINING ON PLANNING & MONITORING TECHNOLOGIES

1. Per attached Memorandum from the Office of the Undersecretary for Administration of the DepEd Central Office, the Planning Service – Planning and Programming Division (PS-PPD) will conduct a series of Capacity Building Activities on Planning and Monitoring Technology.
2. The purpose of this activity is to develop the skills of the field office staff to create context-specific, evidenced-based, demand-driven, and feasible education development and operation plans. Specifically the training aims to:
 - a. Capacitate participants with the planning and monitoring technologies and enable equitable and effective resource programming and allocation;
 - b. Capacitate participants on monitoring technologies to enable efficient progress monitoring, identification of bottlenecks, and action planning; and
 - c. Provide an overview of the Education Future’s Thinking and enable participants to view through the strategic lens.
3. The participants to the said training are those who are directly involved in the planning and monitoring processes, as follows:

Regional Office	Participants
Policy, Planning and Research Division	Chief Education Supervisor
	Education Program Supervisor (EPS)
	Planning Officer (PO)
Quality Assurance Division (QAD)	Chief Education Supervisor
	Education Program Supervisor (EPS) incharge of Monitoring and Evaluation



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Schools Division Office	Participants
School Governance and Operations Division	SEPS For Planning & Research
	Planning Officer
	SEPS for School Management Monitoring and Evaluation

4. Further details and other arrangements shall be communicated in a separate issuance.

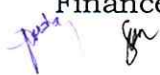
5. For information and guidance.

For the Regional Director:



ARNOLD I. VINO

Chief Administrative Officer
Finance Division



Encl.: As stated.

Reference:

To be indicated in the Perpetual Index

Under the following subjects:

MONITORING AND EVALUATION

PROGRAMS

PROJECTS

PPRD/pjc/RM_planningtech

April 25, 2024



DepEd RO1



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-

MEMORANDUM

FOR : **Regional Directors**
Assistant Regional Directors
Schools Division Superintendents
Assistant 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 : **Clustered Training on Planning and Monitoring Technologies**

DATE : 14 March 2024

As part of the efforts to ensure that all education plans are aligned with the Department's objectives and priorities, the Planning Service – Planning and Programming Division (PS-PPD) will conduct a **series of capacity-building activities on Planning and Monitoring Technology.**

The capacity building program was launched in 2019, with the aim of developing the skills of the field office staff to create context-specific, evidence-based, demand-driven, and feasible education development and operation plans. The training covered situational analysis, data organization, problem analysis, and stock-taking. However, due to a lack of follow-up training and frequent personnel movement, there are gaps in knowledge. To address this, a comprehensive training program will be conducted to equip planning teams with the skills to effectively use planning and monitoring tools and technologies.

Specifically, the training activity aims to:

1. Capacitate participants with the planning and monitoring technologies and enable equitable and effective resource programming and allocation.
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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-

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Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents
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2. Capacitate participants on monitoring technologies to enable efficient progress monitoring, identification of bottlenecks, and action planning.
3. Provide an overview of the Education Future's Thinking and enable participants to view through the strategic lens.

Moreover, this five (5)-day training shall cover topics and discussions on the latest planning tools and methodologies to wit:

- a. Situation and Problem Analysis
- b. Forecasting and Targeting
- c. Key Shifts and Change Strategies
- d. Scenario Building
- e. Education Futures Thinking
- f. Developing a Results Framework
- g. Feedback Loop in Monitoring
- h. Monitoring, Evaluation, and Adjustment

(Please see attached indicative program design for reference)

Identified participants are primarily those who are directly involved in the planning and monitoring processes as follows:

1. Regional Offices:

Policy, Planning, and Research Division (PPRD)

- a. Chief Education Supervisor
- b. Education Program Supervisor (EPS)
- c. Planning Officer (PO)

Quality Assurance Division (QAD)

- a. Chief
- b. Senior Education Program Specialist for Monitoring and Evaluation (SEPS for M&E)

2. Schools Division Offices

School Governance & Operation Division

- a. SEPS for Planning and Research
- b. Planning Officer
- a. SEPS for School Management Monitoring and Evaluation

Regions shall be grouped into clusters, and each cluster shall have a designated Regional Office to host the training activity. The training activity will be funded through the provision of Program Support Funds (PSF) to be downloaded to the identified host regions through issuance of a *Sub-Allotment Release Order (Sub-ARO)*. Regional Offices may opt to express interest in hosting the training activity through a formal letter of request.

Further details on the administrative, and other arrangements shall be communicated in a separate issuance.

For any questions or if you need further clarifications, please get in touch with **Mr. Deryll S. Santos** or **Mr. Marc Adrian F. Gianan** from the Planning Service – Planning and Programming Division. You may reach them via email at ps.ppd@deped.gov.ph and kindly copy marc.gianan@deped.gov.ph and deryll.santos@deped.gov.ph. Alternatively, you may also contact them through telephone number (02) 8633-7216.

Thank you.

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

Day	Topic	Objectives
Day 1: AM	<i>Arrival and Registration</i>	
Day 1: PM	<i>Preliminaries</i>	<i>Present and level-off on the concepts of strategic planning, types, and cycle</i>
	<i>Input: Strategic Planning: Concepts, Process, Types of Plans, Strategic Planning Cycle</i>	
	<i>Input: Education Futures</i>	<i>Present the concept of education futures as guide in developing a quality development plans</i>
	<i>Input: Situational Analysis</i> <ul style="list-style-type: none"> - Results Framework: Data collection and organization - Dashboard and KPIs <ul style="list-style-type: none"> - Segmentation and Characterization - Review of Past Performance - PESTLE - SWOT <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: AM	<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 2: PM	<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: AM	<i>Input: Scenario Building</i>	<i>Present how the financial requirement of the plan is prepared based on current parameters</i>
Day 3: PM	<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: AM	<i>Input: Monitoring, Evaluation, Adjustment and Learning Plan</i>	<i>Present how to prepare monitoring, evaluation, adjustment, and learning (MEAL) plan</i>
	<i>Workshop and Presentation</i>	
	<i>Synthesis and Closing Activities</i>	
<i>End of Training</i>		