



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 482 s. 2024

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

**ADMINISTRATIVE ARRANGEMENT ON THE CONDUCT OF THE
 CLUSTERED TRAINING ON PLANNING & MONITORING
 TECHNOLOGIES**

1. Per attached Memorandum from the Office of the Undersecretary for Administration of the DepEd Central Office dated April 19, 2024, the conduct of the First Cluster Training on Planning and Monitoring Technologies will be on May 6-10, 2024 at the Pulsar Hotel, Buntun, Tuguegarao City, Cagayan.

2. Participants to the said training are, as follows:

Regional Office	Participants
Policy, Planning and Research Division	Dr. Cecilia P. Rosido, CES
	Dr. Leah L. Olua, EPS
	Mr. Pedro Jose C. Cudal, PO III
Quality Assurance Division (QAD)	Dr. Edwina Manalang, EPS
	Dr. Liezl Mique, EPS

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

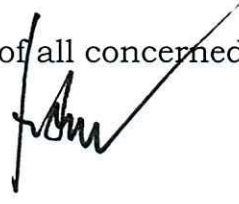
3. Travel expenses of participants shall be charged against local funds subject to usual accounting and auditing rules and regulations



Flores St., Catbangen, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I | region1@deped.gov.ph | www.depdedro1.com

4. For information, guidance and attendance of all concerned.



TOLENTINO G. AQUINO

Director IV



Encl.: As stated.

Reference:

To be indicated in the Perpetual Index

Under the following subjects:

MONITORING AND EVALUATION

PROGRAMS

PROJECTS

PPRD/pjc/RM_planningtechadmin.
April 29, 2024



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.

Participating Region	Host	Schedule	Venue
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:

Regional Offices	
<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)
Schools Division Offices	
<i>School Governance & 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**

Day	Topic	Objectives
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"> - 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: 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>		



Republic of the Philippines
Department of Education

AR No : AR-2024-CO-00449

DATE : March 14, 2024

FOR : ~~NOLASCO A. MEMPIN~~
Undersecretary for Administration

FROM : NOEL T. BALUYAN
Assistant Secretary for Administration
Officer-in-Charge, Planning Service

Cont #62 P3,790,100.00 -
AC-PS-PPD-PMIS-1866
200000100004000
ALLOTMENT AVAILABLE CONT
CHOLITA A. TIONG
Chief Administrative Officer
Budget Division

SUBJECT : DOWNLOADING OF SUPPORT FUNDS - CAPACITY BUILDING PROGRAM ON THE PLANNING AND MONITORING TECHNOLOGIES

NAME OF PROGRAM(S)/ PROJECTS:

PLAN FORMULATION

OUTPUT(S) TO BE PRODUCED AND ITS CODE(S):

Output Code	Output	Physical Target
OC-24-PS-PPD-PMIS-P001	Trained DepEd Personnel on Planning and Monitoring Technologies	510

ACTIVITY/IES TO BE REQUESTED:

Activity Code	Name of Activity
AC-24-PS-PPD-PMIS-P001	Downloading of Program Support Funds for the Training on Planning and Monitoring Technologies

ACTIVITY/IES WITH DOWNLOADING:

The total amount of Three Million Seven Hundred Ninety Thousand One Hundred Pesos (P3,790,100.00) shall be downloaded to the following Regions as Support Funds:

Region	Amount
Region II	P319,000.00
Region V	P1,287,500.00
Region IV-B	P1,153,600.00
Region XI	P1,030,000.00
Grand Total	P3,790,100.00

Annelyn M. Sevilla 3/21
ANNALYN M. SEVILLA
Undersecretary for Finance



Republic of the Philippines
Department of Education

AR No : AR-2024-CO-00449

DATE : March 14, 2024

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

FROM : **NOEL T. BALUYAN**
Assistant Secretary for Administration
Officer-in-Charge, Planning Service

SUBJECT : **DOWNLOADING OF SUPPORT FUNDS - CAPACITY BUILDING PROGRAM ON THE PLANNING AND MONITORING TECHNOLOGIES**

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Region XI	P1,030,000.00
Grand Total	P3,790,100.00

ANNALYN M. SEVILLA
Undersecretary for Finance

FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount
AC-24-PS-PPD-PMIS-P001	Downloading of Program Support Funds for the Training on the Planning and Monitoring Technologies	3,790,100.00
Grand Total:		3,790,100.00

SOURCE OF FUNDS:

PMIS – 2024

ADMINISTRATIVE ARRANGEMENTS:

N/A

ANNEXES:

1. Breakdown of allocation
2. Portion of the approved WFP where activities are stipulated.

All expenses incurred in this activity are subject to the usual accounting and auditing rules and regulations.