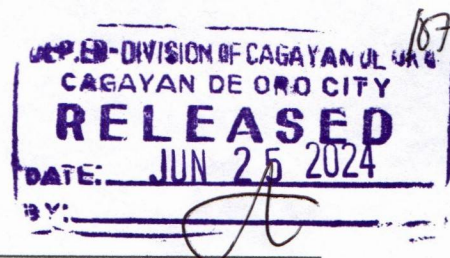




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

24 April 2024

**ADDENDUM-CORRIGENDUM TO MEMORANDUM 66, S 2024 CLUSTERED
TRAINING ON PLANNING AND MONITORING TECHNOLOGIES**

MEMORANDUM

TO: ELEANOR CONSEJO H. ROLLAN
SEPS, M & E

RODEL S. MEGOLLAS
Planning Officer

BEVERLY ANNE E. NICOLASORA
Teacher III

1. Pursuant to the Regional Memorandum No. 063, s.2024, the field is hereby informed about the **Clustered Training on Planning and Monitoring Technologies on June 30 – July 5, 2024, at Apo View Hotel, Davao City.**
2. The Training activity 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.
 - c. Provide an overview of the Education Future's Thinking and enable participants to view it through the strategic lens.

Moreover, this five (5)-day 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



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



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3. Please see the attached communication for further information and guidance.
4. All attendees in this training who are on official travel/duty during weekends and holidays are entitled to compensatory time off (CTO).
5. The travel, meals and accommodation, and incidental expenses of the participant shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
7. Immediate compliance with this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

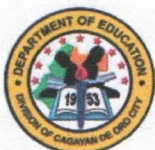
Encl.: As indicated

Reference: DM-OUHROD-2024-0540

To be indicated in the Perpetual Index
under the following subjects:

Training Planning & Monitoring Technologies

RSM/ clustered training on planning and monitoring technologies
June 24, 2024



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Republic of the Philippines
Department of Education

DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

PPRD-2024-063

To : Schools Division Superintendents
Chief Education Supervisors, PPRD, QAD
All Others Concerned

Subject: PARTICIPANTS TO THE CLUSTERED TRAINING ON PLANNING
AND MONITORING TECHNOLOGIES

Date : June 18, 2024

Pursuant to the Memorandum signed by Nolasco A. Mempin, Undesecretary for Administration, this Office informs the conduct of **Clustered Training on Planning and Monitoring Technologies on June 30 - July 5, 2024 at Apo View Hotel, Davao City.**

The training activity aims to:

1. Capacitate participants with the planning and monitoring technologies and enable equitable and effective resource programming and allocation.
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.

Identified participants are listed in the enclosure. For logistics and other preparations, all participants are requested to register at **<http://tinyurl.com/Pre-Reg-CTPMT>**.

Travel and other incidental expenses shall be charged against local funds subject to the existing accounting and auditing rules and regulations.

For further inquiries and clarifications on this matter, contact Cherry Ann D. Into, Education Program Supervisor of Policy Planning and Research Division, at (082) 224-0750.

Immediate dissemination of this Memorandum is highly desired.

ROP2/cadi

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33372

ALLAN G. FARNAZO
Director IV



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.

Capacity Building on Planning and Monitoring Technologies
Indicative Program Design

Day	Topic	Objectives
Day 1: AM	Arrival and Registration	
Day 1: PM	Preliminaries Input: Strategic Planning: Concepts, Process, Types of Plans, Strategic Planning Cycle	Present and level-off on the concepts of strategic planning, types, and cycle
Day 2: AM	Input: Situational Analysis - Results Framework: Data collection and organization - Dashboard and KPIs - Segmentation and Characterization - Review of Past Performance - PESTLE - SWOT Workshop and Presentation	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
Day 2: PM	Input: Prioritization based on causality: Problem Analysis and Solutions Identification Workshop and Presentation	Identify root problems causing underperformance and formulate solutions
Day 3: AM	Input: Setting the Targets Using of Different Lenses Input: Key Shifts and Change Strategies Workshop and Presentation	Present different lenses that are useful in analysis of the context and in setting the targets; Formulate change strategies based on the environment analysis that would address priority problem areas
Day 3: PM	Input: Scenario Building	Present how the financial requirement of the plan is prepared based on current parameters
Day 4: AM	Input: Writing of Development Plan Input: Plan Appraisal	Explain the standard outline in preparing a development plan Introduce how plans will be appraised
Day 4: PM	Input: Monitoring, Evaluation, Adjustment and Learning Plan Workshop and Presentation	Present how to prepare monitoring, evaluation, adjustment, and learning (MEAL) plan
Day 5: AM	Input: Education Futures	Present the concept of education futures as guide in developing a quality development plans
Day 5: PM	Synthesis and Closing Activities	
End of 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.