



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

March 18, 2025

DIVISION MEMORANDUM
 No. 937, s. 2025

**ADOPTION OF A STANDARDIZED TRAINING DESIGN PROPOSAL TEMPLATE IN
 THE SCHOOLS DIVISION OF DAVAO ORIENTAL**

To : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Education Program Supervisors
 Elementary and Secondary School Heads
 Elementary and Secondary Teachers
 All Division Personnel

In compliance with DepEd Memorandum No. 044, s. 2023, titled 'Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs,' and DM-OUHROD-2024-1576, 'Guidelines on the School-Level Development and Implementation of School-Based Professional Development (PD) Programs,' the Schools Division of Davao Oriental shall implement the adoption of a standardized training design proposal template."

This initiative aligns with the One DepEd, One QMS framework to ensure consistency in the documentation, monitoring, and evaluation of professional development activities.

To ensure the effective and efficient development and implementation of quality-assured PD programs, all proposals must be submitted to SGOD-HRDS for review by the School Division Office and Regional Office at least **45 working days before implementation.**

All districts, schools, and division personnel are required to use the prescribed template when designing activities and training programs. This will streamline and strengthen professional development initiatives for teachers, school leaders, and division personnel.

Below is the list of requirements to be submitted in the division for quality assurance and submission to the Regional Office before the implementation.

Require documents for In-Service Training (School-based and Division) <ul style="list-style-type: none"> - School-Based INSET Plan - M&E Plan - Detailed PD Program Design (for Division) 	For Learning Action Cell Session (LAC) <ul style="list-style-type: none"> - Five-Month Learning Action Cell (LAC) Plan - M&E Plan - Assessment Tools - Learning Action Plan
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<ul style="list-style-type: none"> - Pre and Post Assessment Tools - Learning Action Plan - Budget Matrix - Curriculum Vitae of Resource Speaker (Must be a full-fledged Master's Degree holder) - End-of-day Evaluation Tool - CPD- PTR – 02 - Session Guide - Slide Decks - Target Participants Profile Sheet 	<ul style="list-style-type: none"> - Budget Matrix - Curriculum Vitae of Resource Speaker (Must be a full-fledged Master's Degree holder) - End-of-day Evaluation Tool - CPD- PTR – 02 - Session Guide - Slide Decks - Target Participants Profile Sheet
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The templates of the set forms can be downloaded from the link:

<https://tinyurl.com/DepEdDavOrPD>


These programs must also be gender-sensitive and gender-responsive to promote inclusivity and equity in professional development.

For strict compliance.



SGOD/mgm

10:05 a.m


DR. JOSEPHINE L. FADUL
 Schools Division Superintendent

