

REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES

KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS **DEPARTMENT OF EDUCATION, CULTURE AND SPORTS**

S Complex, Meraleo Avenue Pasig City, Philippines DECS Complex, Meral

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Tanggapan ng Kalihim Office of the Secretary

March 30, 2000

DECS MEMORANDUM No 159 2000 8

SUBMISSION OF THE REGIONAL TRAINING AND DEVELOPMENT PLANS

To **Bureau Directors** Directors of Services/Centers and Heads of Units Regional Directors Schools Division/City Superintendents

- This Department, through the National Educators Academy of the Philippines and the Staff Development Division-HRDS is presently formulating the DECS Master Plan for Training and Development (MPTD) As discussed and agreed upon in the consultation held in Cebu City on August 25-27, 1999, the regional offices will provide NEAP and SDD with copies of their Regional Training and Development Plans (RTDP) for incorporation in the MPTD
- To avoid duplication and overlapping of training efforts at all levels, the DECS Master Plan will ensure that the training plans of the regions/divisions/districts and the Central Office bureaus and centers are properly integrated
- It is assumed that the Regional Training and Development Plan is a consolidation of all the Division Training Plans submitted by the division offices Similarly, it is expected that the Division Plans are based on the training programs proposed by the districts and/or schools as interventions for the identified training needs of classroom teachers, school administrators, supervisors and administrative and non-teaching staff Enclosed are suggested forms which may help in the organization of the plans
- All required Regional Training and Development Plans must be submitted on or before April 20, 2000 to

National Educators Academy of the Philippines 2nd Floor Rizal Building II DECS Complex, Meralco Avenue Pasig City

5 Immediate dissemination of this Memorandum is desired

> andrew Gonzal ANDREW GONZALEZ FSC

Secretary

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"Together Let Us Build This Nation Through Education"

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Fax # 02-632-0805

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As stated

Reference

None

Allotment 1—(D O 50 97)

To be indicated in the <u>Perpetual Index</u> under the following subjects

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REGIONAL/DIVISION TRAINING AND DEVELOPMENT PLAN (SY 2000-2002)

A Classroom Teachers

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Target Participants/ Divisions/Districts/	SCHOOLS	
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Subject Areas		
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REGIONAL/DIVISION TRAINING AND DEVELOPMENT PLAN (SY 2000-2002) ICS, Head Teachers and Principals)

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School School
Administ
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	Management/ Supervisory Key Result Areas
	Training Needs
	Intervention Programs/Projects/ Strategies/Activities
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	Provider/s
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REGIONAL/DIVISION TRAINING AND DEVELOPMENT PLAN (SY 2000-2002)

C Supervisors (District, Division and Regional Supervisors)

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Program Implementation Schedule	2001	
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Supervisory Key Result Areas		

REGIONAL/DIVISION TRAINING AND DEVELOPMENT PLAN (SY 2000-2002)

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D Administrative and Non-Teaching Staff

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	Administrative/ Key Result Areas
	Training Needs
	Intervention Programs/Projects/ Strategies/Activities
	Target Participants/ Divisions/Districts/ Schools
	Provider/s
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2001	Program Implementation Schedule
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Annex 1

ATTENDANCE IN TRAINING PROGRAMS BY POSITION LEVELS

A Classroom Teachers

Percentage (against actual number of teachers)				
Number of teachers who have attended				
Provided/ Conducted By				
Title/Nature of Training Programs/Activities Attended including date of attendance (for the last 5 years)				
Subject Area/ Classroom Mgmt / other key result areas				

B Sch | Administrators

ATTENDANCE IN TRAINING PROGRAMS BY POSITION LEVELS

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Management/ Supervisory Key Result Areas
Title/Nature of Training Programs/Activities Attended including date of attendance (for the last 5 years)
Provided/ Conducted By
Number of administrators who attended
Percentage (aganst actual number of administrators)

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Annex 1

ATTENDANCE IN TRAINING PROGRAMS BY POSITION LEVELS

C Supervisors

Percentage (against actual number of supervisors)				
Number of supervisors who attended				
Provided/ Conducted By				
Title/Nature of Training Programs/Activities Attended Including date of attendance (for the last 5 years)				
Management/ Supervisory Key Result Areas				•

ATTENDANCE IN TRAINING PROGRAMS BY POSITION LEVELS

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D Administrative/Non-teaching staff

Administrative Key Result Areas
Title/Nature of Fraining Programs/Activities Attended including date of attendance (for the last 5 years)
Provided/ Conducted By
Number of administrative staff who attended
Percentage (against actual number of administrative staff)

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Regional/Division/District Summary

Position Level	Area/s		Number of Personnel Who	sonnel Who	
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A Classroom Teachers	(Subject Areas Classroom Mgmt. & other KRAs)				
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Regional/Division/District Summary

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									Are Overtrained	
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Regional/Division/District Summary

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