



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City, Philippines



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

March 30, 2000

DECS MEMORANDUM
No 159 s 2000

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

1 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

2 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

3 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

4 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 GONZALEZ FSC
Secretary

E-Mail Address
OSEC @SKYINET NET

"Together Let Us Build This Nation Through Education"

Tel # 02-633-7228 or 7208
Fax # 02-632-0805

Encls

As stated

Reference

N o n e

Allotment 1—(D O 50 97)

To be indicated in the Perpetual Index
under the following subjects

BUREAUS & OFFICES
 FORMS

41

42

43

Annex 1

ATTENDANCE IN TRAINING PROGRAMS BY POSITION LEVELS

A Classroom Teachers

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

ATTENDANCE IN TRAINING PROGRAMS BY POSITION LEVELS

B Sch I Administrators

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

*

Annex 1

ATTENDANCE IN TRAINING PROGRAMS BY POSITION LEVELS

C Supervisors

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

*

*

ATTENDANCE IN TRAINING PROGRAMS BY POSITION LEVELS

D Administrative / Non-teaching staff

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

Regional/Division/District Summary

Position Level	Area/s	Number of Personnel Who			
		Are Overtrained	Have Sufficient training	Lack Training	Are Untrained
A Classroom Teachers	(Subject Areas Classroom Mgmt & other KRAs)				
	1				
	2				
	3				
	4				
	5				
	etc				
	TOTAL				

Regional/Division/District Summary

Position Level	Area/s	Number of Personnel Who			
		<i>Are Overtrained</i>	<i>Have Sufficient Training</i>	<i>Lack Training</i>	<i>Are Untrained</i>
B School Administrators (TICS Head Teachers, Principals)	(Management and Supervisory Key Result Areas) (KRAs)				
	1				
	2				
	3				
	4				
	5 etc				
TOTAL					



Annex 2



Regional / Division / District Summary

Position Level	Area/s	Number of Personnel Who			
		Are Overtrained	Have Sufficient training	Lack Training	Are Untrained
C Supervisors (District, Division Regional Supervisors)	(Management and Supervisory Key Result Areas) (KRAs)				
	1				
	2				
	3				
	4				
	5				
etc					
	TOTAL				