



JUN 19 2007

DepED MEMORANDUM
No. 244, s. 2007

TRAINERS DEVELOPMENT PROGRAM OF THE TRAINERS
OF THE DEPARTMENT OF EDUCATION

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. As part of the overall Trainers Development Program (TDP) of the Trainers of the Department of Education (DepED) and in preparation for the full implementation of regionalizing the training programs of the DepED, the National Educators Academy of the Philippines (NEAP) will conduct a Training Workshop on Designing Training Programs, Course 4 of the TDP based on the following schedules by cluster:

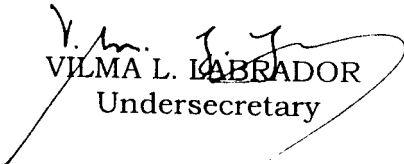
Cluster	Venue	Schedule	Arrival to Venue
Luzon: Regions I, II, III, IV-A, IV-B, V, NCR and CAR	NEAP Training Center, Teachers Camp, Baguio City	July 2-9, 2007	July 2, 2007 at exactly 2:00 o'clock in the afternoon
Visayas/Mindanao Regions VI, VII, VIII, IX, X, XI, XII and CARAGA	ECOTECH Center, Lahug, Cebu City	July 16-23, 2007	July 16, 2007 at exactly 2:00 o'clock in the afternoon

2. By the end of the seven-day training program, participants will be able to:
- Differentiate the commonly used staff development approaches;
 - Describe the requirements in preparing and conducting a workshop using the suggested model;
 - Apply coaching skills in a simulation;
 - Explain the importance of the designing phase in the training management cycle;
 - Prepare a training program framework for a specific target need;
 - Formulate training program objectives;
 - Select and organize content for a given set of objectives; and
 - Prepare a training program process design.

The expected outputs are:

- A Training Program Framework
- A Proposed Schedule of Activities for a training program
- A Training Program Process Design

3. The participants are those who have been trained by the NEAP in Courses 1, 2 and 3 of the TDP which are the Basic Training Management Course, Training Workshop on Facilitation Skills and Training Workshop on Documents Review and Analysis of School Leadership Experience Portfolio, respectively.
4. All participants should bring with them the validated results of the School Leadership Experience Portfolio which they administered in one of the divisions in their respective regions. The said results will serve as the basis for designing training programs during the workshop, as stated.
5. All expenses related to food, accommodation of the participants, resource persons, training staff and facilitators including supplies and materials and training kits as well as the professional fees of resource persons and extra essential allowance of the training staff shall be charged against the Human Resource Training and Development Fund (HRTDF), Central Office.
6. Transportation expenses of the participants to and from the venue shall be charged against local funds while for the resource persons and training staff shall be sourced out from the HRTDF.
7. For further details, please contact Mr. Antonio G. Ordovez, Jr., Project Manager, NEAP at cellphone no. 0918-3367467 or the NEAP, attn.: Ms. Narcisa Magno at tel. no. (074) 442-6887.
8. Immediate dissemination of this Memorandum is desired.


VILMA L. LABRADOR
Undersecretary

Reference:

DepED Memorandum: No. 291, s. 2005

Allotment: 1- -(D.O. 50-97)

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

TRAINING PROGRAMS
WORKSHOPS

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