



DepED MEMORANDUM
No. **451**, s. 2009

OCT 13 2009

TRAINING OF TRAINORS ON RESEARCH AND STATISTICAL TOOLS
FOR PLANNING OFFICERS

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Secondary Schools

1. The Staff Development Division, Human Resource Development Service (SDD, HRDS) and Office of the Planning Service (OPS) will conduct a 3-day Training of Trainors on Research and Statistical Tools for Planning Officers on the following dates and venues:

Regions	Dates	Venue
CAR, I, II, III, IV-A, IV-B, V, NCR, Central Office	December 1-3, 2009	Tagaytay International Convention Center
VI, VII, VIII, IX, X, XI, XII, CARAGA	December 8-10, 2009	Applied Nutrition Center Banilad, Cebu City

2. The training aims to capacitate planning officers and those responsible for the planning work at the regional and division offices training skills on research and effective statistical tools to be able to train other planning officers to improve the quality of work performance hence upgrade their level of skills and competencies. Specific areas of concern are data management, analysis and interpretation as well as documentation and result dissemination.

3. The participants to the training are planning officers or designated planning officers of the Department of Education. They should be responsible for managing statistical data and handling critical information for decision making in the regions and divisions. Participants should hold permanent appointments. Each region will send 4 participants to ensure there will be enough trainors for echoing in the regions.

4. Division-level orientation shall be monitored by designated Central Office representatives using a process observation/monitoring instrument. Reports on the orientation are to be submitted to the Assistant Secretary for Programs and Projects. Schedules, venues and training specifics will be finalized in the re-entry action plans during the National Trainors Training. Guidelines on the allocation and utilization of funds for the division level orientation will follow as soon as consolidated division action plan is completed.

5. Travel and per diem of participants are chargeable against local funds while board and lodging expenses, travel and per diem facilitators and resource persons, training package cost, supplies, function room rental, honoraria of external resource persons and facilitators, project staff, and contingency funds are chargeable against HRTD (Human Resources Training and Development) Funds, subject to the usual accounting and auditing rules and regulations.
6. Participants are expected to be at the venue at 5:00 pm on Day 0 (a day before the training proper). First meal will be dinner of Day 0.
7. List of confirmed participants per region must be submitted through fax one week before the start of each training to SDD-HRDS DepED Central Office, Meralco Avenue, Pasig City address to Ms. Nerissa L. Losaria, Assistant Chief/OIC, Staff Development Division, HRDS. For clarifications and questions, please contact Mr. Ariel C. Dagar at the following tel. nos.: (02) 633-7237/638-8638.
8. Immediate and wide dissemination of this Memorandum is desired.



JESLI A. LAPUS
Secretary

Reference:

None

Allotment: 1—(D.O. 50-97)

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

OFFICIALS
RESEARCH or STUDIES
STATISTICS (Data)
TRAINING PROGRAMS

R: Sally – training on research and statistical tools
October 2, 2009