



Tanggapan ng Kalihim
Office of the Secretary

JAN 28 2009

DepED ORDER
No. 11 s. 2009

**POLICIES AND GUIDELINES ON PLANNING AND ADMINISTRATION/
MANAGEMENT OF THE HUMAN RESOURCE TRAINING
AND DEVELOPMENT PROGRAM**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents

1. The Department of Education, acknowledging the urgent need to build its manpower's capability has been allocating funds for training and development since 2006 to the regions, bureaus, centers and other units.

2. In preparation for the allocation of the 2009-2010 DepED Human Resource Training and Development (HRTD) funds, all regions, bureaus, centers, services and units are required to submit its HRTD proposal for the period cited to the Office of Assistant Secretary Teresita G. Inciong on or before the end of January 2009 with electronic copy. Said document shall cover all trainings funded from different sources such as HRTD, MOOE, partners which maybe other government agencies or non-government organizations or specific persons (names of partner or donor agencies, organizations or persons shall be specified). The proposal which shall be a requirement for funds allocation shall have the following components:

- a. Program Title
- b. Background and Rational (description/discussion of the conditions that justify the need for training supported with qualitative and quantitative data)
- c. Description of the Project/Program
- d. Goals and Objectives (Deliverables)
- e. Strategies and Sub-Projects
- f. Targets by training program or sub-project, project locale and level of participants
- g. Implementation Mechanics
- h. Fund Source/Project Partners/Donors
- i. Work and Financial Plan (suggested form attached as Enclosure No. 1)
- j. Monitoring and Evaluation

3. The following guidelines shall be used in planning and conduct of training programs:

- a. All training programs shall be anchored on results of Training Strengths and Needs Analysis (TSNA) and in support of EFA 2015 targets. Each concerned office shall design and conduct its TSNA;
- b. The use of Centers of Excellence or accredited training agencies in the conduct of training shall be considered. Said centers/agencies should be engaged from designing to the conduct of training ensuring that results of TSNA are appropriately addressed. Such trainings shall also be credited toward specialization courses in the masteral program. Training delivery shall likewise be monitored by the concerned office;
- c. For special programs and projects, the Central and Regional Offices shall conduct a Training of Trainers (TOT) with participants from the divisions who will in turn train teachers/personnel in their specific division;
- d. All regional and division trainings shall not be less than five (5) days to ensure mastery of topics and skills;
- e. For purposes of tracking utilization of training funds, all offices concerned shall:
 1. maintain a data base on training. Such data base shall be used as bases in identifying training recipients and monitoring of trainees performance during and after training;
 2. submit quarterly and annual accomplishment reports using the attached form (Enclosure No. 2) to the Office of Assistant Secretary for Programs and Projects; and
 3. submit two (2) year-program every 2nd week of January of every year guided by the provisions of Item No. 2;
- f. Following are the allowable expenditures under the INSET funds (5% of MOOE of each unit) and HRTD funds, considering the provisions of the Procurement Law and COA rules and regulations:
 1. Board and lodging/meals and transportation expenses of participants, trainers and resource persons and staff following rates allowable by COA;
 2. Payment of honoraria for trainers/resource persons following existing COA rules and regulations;
 3. Purchase of training supplies, materials, references and books;
 4. Development and production of training materials; and
 5. Rental of training equipment/venue;
- g. Teacher-trainees/training participants shall not be required to pay for materials used during the training nor shall buy resource materials sold by vendors in the training venue;

- h. All concerned regions, bureaus and other offices shall submit an audited report of disbursement to the Office of Budget Division-Central Office and the documents stipulated in Item No. 3.5 to the Office of Undersecretary and/or Assistant Secretary for Programs and Projects. Such reports are prerequisites to effect subsequent release of funds for training and development; and
 - i. Utilization of training funded from partners (other GAs, NGOs, private individual donors) shall follow the agreed terms of donation between the office concerned and the donor and shall also ensure that results of TSNA and EFA targets are addressed in the training design.
4. Immediate and wide dissemination of and compliance with this Order is directed.

K. P. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encls.: As stated
Reference: None
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

FUNDS
PROJECTS
POLICIES
PROGRAMS
TRAINING PROGRAMS

Sally: human resource training development prog.
January 22, 2009

2008-2011 Work and Financial Plan
Human Resource Training and Development Plan

Bureau/Center/Region/Office: _____

| Program/Activity | Description | Number Trained as of 2008 | Targets | | | Budget | | | Time Table | Expected Output | Fund Source | Delivery Model/Trng. Provider |
|------------------|-------------|---------------------------|---------|------|------|--------|------|------|------------|-----------------|-------------|-------------------------------|
| | | | 2009 | 2010 | 2011 | 2009 | 2010 | 2011 | | | | |
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Prepared by: _____

Date: _____

Submitted by: _____

Date: _____

Enclosure No. 2 to DepED Order No. 11, s. 2009

Quarterly Training Accomplishment Report
 Quarter _____ Year _____

Region/Bureau/Center/Office: _____

| Program/Activity | Description | Physical Accomplishment | | Budget | Disbursement | | Delivery Mode | | Fund Source | Remarks/Next steps |
|------------------|-------------|-------------------------|--------|--------|--------------|---------|---------------|-------------------|-------------|--------------------|
| | | Target | Actual | | Disbursed | Balance | Mode | Training Provider | | |
| | | | | | | | | | | |

Prepared by: _____
 (designation)

Date: _____

Submitted by: _____
 (designation)