

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



29 May 2024

Regional Memorandum
No.390 s.2024

CLUSTERED TRAINING ON PLANNING AND MONITORING TECHNOLOGIES

To **Schools Division Superintendents**
All Others Concerned

1. In reference to the attached Unnumbered Memoranda from the Office of the Undersecretary for Administration regarding the "Clustered Training on Planning and Monitoring Technologies," and Regional Memorandum PPRD-2024-020 from DepEd MIMAROPA Region titled "Additional Information for the Clustered Training on Planning and Monitoring Technologies of Regions CALABARZON and MIMAROPA," this Office hereby disseminates all pertinent information necessary for the successful participation of the designated personnel within the region.
2. The Planning Service – Planning and Programming Division (PS-PPD) of DepEd Central Office is sponsoring this clustered training, which will be hosted by DepEd MIMAROPA Region. The training will be conducted on June 17-21, 2024, at Madison Hotel 101 + Tower, located at 1 Madison St. corner Aurora Blvd., New Manila, Quezon City. Participants are scheduled to check in on June 17, 2024, starting at 2:00 PM, and to check out on June 21, 2024, by 12:00 NN.
3. Participants in this activity are the following:
 - a. Regional Office
 - i. Policy, Planning and Research Division
 1. Chief Education Supervisor
 2. Education Program Supervisor
 3. Regional Planning Officers
 - ii. Quality Assurance Division
 1. Chief Education Supervisor
 2. Education Program Supervisor
 - b. Schools Division Offices
 - i. School Governance and Operations Division
 1. SEPS for Planning and Research
 2. Division Planning Officer
 3. SEPS for School Management Monitoring and Evaluation
4. All participants must complete their registration and confirmation through the following link: tinyurl.com/PlanningTechnology by **June 7, 2024**.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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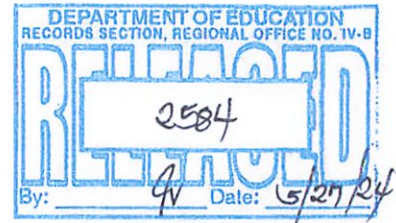
5. To ensure smooth and effective participation in this training, all participants are required to bring their laptop computers and extension cords. Additionally, all necessary data for the workshops will be communicated separately.
6. Travel expenses and other allowable allowances for participants will be charged against local funds, subject to the usual accounting and auditing rules and regulations.
7. For any concerns, queries, or clarifications, you may coordinate with Mr. Adrian A. Bullo, Regional Planning Officer through email at pprd.calabarzon@deped.gov.ph.
8. Immediate dissemination of and compliance with this memorandum are desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

PPRD/ROP4



Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

May 24, 2024

REGIONAL MEMORANDUM
PPRD-2024-020

**ADDITIONAL INFORMATION FOR THE CLUSTERED TRAINING ON
PLANNING AND MONITORING TECHNOLOGIES OF REGIONS
CALABARZON AND MIMAROPA**

**TO: REGIONAL DIRECTOR OF REGION IV-A
SCHOOLS DIVISION SUPERINTENDENTS OF REGION IV-A AND IV-B
CHIEFS OF THE PPRD, QAD, AND SGOD
ALL OTHERS CONCERNED**

1. In line with the Attached Memorandum dated April 19, 2024 released by the Office of the Undersecretary for Administration, regarding the conduct of **“Clustered Training on Planning and Monitoring Technologies”**, this Office, as the host region, announces additional information for the training.
2. The activity will be conducted on June 17-21, 2024 at Madison 101 Hotel + Tower, 1 Madison St. corner Aurora Blvd., New Manila, Quezon City. Check-in date is June 17, 2024 starting 2:00 pm while check-out date is June 21, 2024 at 12 noon.
3. All participants, are required to fill-out the attendance confirmation and registration form accessible through this link: <https://tinyurl.com/PlanningTechnology>
4. All participants are expected to bring laptops and extension cords for the workshop.
5. Meals and snacks shall be served to the participants and program management team. The first meal shall be a.m. snack on June 17, 2024 and the last meal shall be p.m. snack on June 21, 2024.
6. Participants shall be joined by the Program Management Team from the DepEd Planning Service – Planning and Programming Division (PPD).
7. Travel expenses and other allowable allowances of the participants shall be charged against local funds subject to usual accounting and auditing rules and regulations.

8. For any questions or further clarifications, you may coordinate with Marites L. Lustania, Planning Officer III or Marissa O. Bucao, Statistician I of DepEd MIMAROPA Region, through email pprd.mimaroparegion@deped.gov.ph.
9. Immediate dissemination and compliance with this Memorandum is earnestly enjoined.

For:


NICOLAS T. CAPULONG, PhD, CESO III
Director IV/Regional Director

PPRD/ml



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-

MEMORANDUM

FOR : **Regional Directors**
Schools Division Superintendents
Chiefs of the Policy Planning and Research Division (PPRD),
Quality Assurance Division (QAD), and School Governance and
Operations Division (SGOD)

FROM : **NOLASCO A. MEMPIN**
Undersecretary for Administration

SUBJECT : **Administrative Arrangements on the Conduct of the Clustered**
Training on Planning and Monitoring Technologies

DATE : 19 April 2024

In line with the memorandum entitled "**Clustered Training on Planning and Monitoring Technologies**", we are providing additional details regarding the conduct of the aforementioned training program.

Below are the first batch of clusters and target training schedules for reference.

Participating Region	Host	Schedule	Venue
CAR, Regions I, and II	Region II	May 6-10, 2024	Pulsar Hotel, Buntun, Tuguegarao City
Regions V, and VII	Region V	May 20-24, 2024	Within Legaspi City, Albay
Regions IV-A, and IV-B	Region IV-B	June 17-21, 2024	Within NCR
Regions XI, and X	Region XI	July 1-5, 2024	Within Davao City

In line with this, the host regions are enjoined to proceed with the preparatory activities relative to the conduct of the training. Coordination and collaboration among regions per cluster are expected to ensure smooth implementation of the training.

For further guidance, participants are requested to take note of the following guidelines and instructions:

1. The training program will be a five (5) day event, including travel time, pre-work, and technical dry run for the secretariat. A minimum of **32 hours** will be dedicated to the training sessions.
2. The target participants are the following:

Regional Offices	
<i>Policy, Planning, and Research Division (PPRD)</i>	a. Chief Education Supervisor (1) b. Education Program Supervisor (1) c. Planning Officer/s (PO)
<i>Quality Assurance Division (QAD)</i>	a. Chief Education Program Supervisor (1) b. Education Program Supervisor (1)
Schools Division Offices	
<i>School Governance & Operation Division</i>	a. SEPS for Planning and Research (1) b. Planning Officer (1) c. SEPS for School Management Monitoring and Evaluation (1)

Note: Final target participants as corrected from the previously issued memorandum

3. The training program will cover the following topics:
 - a) Situation and Problem Analysis
 - b) Forecasting and Targeting
 - c) Key Shifts and Strategies
 - d) Scenario Building
 - e) Developing Results Framework
 - f) Using Feedback Loop in Monitoring
 - g) Monitoring, Evaluation, and Adjustment
 - h) Education Futures Thinking
 - i) Other relevant updates on planning and monitoring policies and processes
4. For the sessions:
 - a. Each session will be facilitated by DepEd Central, DepEd Regional Offices, and external Resource Persons from development partners, public, and private institutions.
 - b. Group activities will be incorporated to promote interactive learning.
 - c. Pre- and post-assessment will be provided to gauge the progress of learning of participants, and to ensure that comments/inputs will be captured to improve the succeeding clustered training.
5. The downloaded Program Support Fund (PSF) to the host region shall cover expenses for the board and lodging of participants and resource persons/facilitators. Also, this will fund the supplies and materials for the

training. Please note that expenses incurred for the board and lodging beyond the training duration are the **responsibility of the individual concerned**.

6. Host regions will provide proper planning and coordination to ensure a smooth and successful event. This includes preparatory activities such as but not limited to:
 - a) Procurement of the venue for the board and lodging.
 - b) Purchase/procurement of supplies and materials.
 - c) Issuance of memorandum to the cluster participants and guests to be signed by the Regional Director of the host region. This includes the final date, venue, and other logistic administrative arrangements.
 - d) In collaboration with the Planning Service-Planning and Programming Division:
 - a. finalize the program;
 - b. provide technical and secretariat work in collaboration with the partner region/s and Schools Division Offices;
 - c. provide suggestions and recommendations to the Resources Persons/Facilitators; and,
 - d. prepare the activity completion report.
 - e) Lead the opening and closing program
 - f) Other necessary tasks to ensure the smooth conduct of the program
7. Participating regions are instructed to coordinate with their respective host for the final administrative and logistical arrangements.
8. Travelling expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.

Additionally, the remaining regions may still request funding through a formal request letter addressed to the Office of the Undersecretary for Administration, copy furnished to the Office of the Assistant Secretary for Administration, and the Planning Service - Planning & Programming Division (PS-PPD). Submission of requests shall be acknowledged not later than April 30, 2024. A separate schedule for the remaining clusters will be issued later.

For any questions or further clarifications, you may coordinate directly with either **Mr. Deryll S. Santos** or **Mr. Marc Adrian F. Gianan** of the PS-PPD through email at ps.ppd@deped.gov.ph and copy furnished to deryll.santos@deped.gov.ph and marc.gianan@deped.gov.ph. Alternatively, you may also contact them via telephone number **(02) 8633-7216**.

Immediate dissemination of this memorandum to all concerned is desired.

Capacity Building on Planning and Monitoring Technologies
Indicative Program Design

Day	Topic	Objectives
Day 1: AM	<i>Arrival and Registration</i>	
Day 1: PM	<i>Preliminaries</i> <i>Input: Strategic Planning: Concepts, Process, Types of Plans, Strategic Planning Cycle</i>	<i>Present and level-off on the concepts of strategic planning, types, and cycle</i>
Day 2: AM	<i>Input: Situational Analysis</i> <ul style="list-style-type: none"> - Results Framework: Data collection and organization - Dashboard and KPIs <ul style="list-style-type: none"> - Segmentation and Characterization - Review of Past Performance - PESTLE - SWOT <i>Workshop and Presentation</i>	<i>Establish the current context and performance; Identify problematic performance indicators; Pinpoint and locate problem areas (programs, target groups, key stages) that need to be addressed</i>
Day 2: PM	<i>Input: Prioritization based on causality: Problem Analysis and Solutions Identification</i> <i>Workshop and Presentation</i>	<i>Identify root problems causing underperformance and formulate solutions</i>
Day 3: AM	<i>Input: Setting the Targets Using of Different Lenses</i> <i>Input: Key Shifts and Change Strategies</i> <i>Workshop and Presentation</i>	<i>Present different lenses that are useful in analysis of the context and in setting the targets;</i> <i>Formulate change strategies based on the environment analysis that would address priority problem areas</i>
Day 3: PM	<i>Input: Scenario Building</i>	<i>Present how the financial requirement of the plan is prepared based on current parameters</i>
Day 4: AM	<i>Input: Writing of Development Plan</i> <i>Input: Plan Appraisal</i>	<i>Explain the standard outline in preparing a development plan</i> <i>Introduce how plans will be appraised</i>
Day 4: PM	<i>Input: Monitoring, Evaluation, Adjustment and Learning Plan</i> <i>Workshop and Presentation</i>	<i>Present how to prepare monitoring, evaluation, adjustment, and learning (MEAL) plan</i>
Day 5: AM	<i>Input: Education Futures</i>	<i>Present the concept of education futures as guide in developing a quality development plans</i>
Day 5: PM	<i>Synthesis and Closing Activities</i>	
<i>End of Training</i>		



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-

MEMORANDUM

FOR : **Regional Directors**
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs of the Policy Planning and Research Division (PPRD),
Quality Assurance Division (QAD), and School Governance and
Operations Division (SGOD)

FROM : **NOLASCO A. MEMPIN**
Undersecretary for Administration

SUBJECT : **Clustered Training on Planning and Monitoring Technologies**

DATE : 14 March 2024

As part of the efforts to ensure that all education plans are aligned with the Department's objectives and priorities, the Planning Service – Planning and Programming Division (PS-PPD) will conduct a **series of capacity-building activities on Planning and Monitoring Technology**.

The capacity building program was launched in 2019, with the aim of developing the skills of the field office staff to create context-specific, evidence-based, demand-driven, and feasible education development and operation plans. The training covered situational analysis, data organization, problem analysis, and stock-taking. However, due to a lack of follow-up training and frequent personnel movement, there are gaps in knowledge. To address this, a comprehensive training program will be conducted to equip planning teams with the skills to effectively use planning and monitoring tools and technologies.

Specifically, the training activity aims to:

1. Capacitate participants with the planning and monitoring technologies and enable equitable and effective resource programming and allocation.



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2. Capacitate participants on monitoring technologies to enable efficient progress monitoring, identification of bottlenecks, and action planning.
3. Provide an overview of the Education Future's Thinking and enable participants to view through the strategic lens.

Moreover, this five (5)-day training shall cover topics and discussions on the latest planning tools and methodologies to wit:

- a. Situation and Problem Analysis
- b. Forecasting and Targeting
- c. Key Shifts and Change Strategies
- d. Scenario Building
- e. Education Futures Thinking
- f. Developing a Results Framework
- g. Feedback Loop in Monitoring
- h. Monitoring, Evaluation, and Adjustment

(Please see attached indicative program design for reference)

Identified participants are primarily those who are directly involved in the planning and monitoring processes as follows:

1. Regional Offices:

Policy, Planning, and Research Division (PPRD)

- a. Chief Education Supervisor
- b. Education Program Supervisor (EPS)
- c. Planning Officer (PO)

Quality Assurance Division (QAD)

- a. Chief
- b. Senior Education Program Specialist for Monitoring and Evaluation (SEPS for M&E)

2. Schools Division Offices

School Governance & Operation Division

- a. SEPS for Planning and Research
- b. Planning Officer
- a. SEPS for School Management Monitoring and Evaluation

Regions shall be grouped into clusters, and each cluster shall have a designated Regional Office to host the training activity. The training activity will be funded through the provision of Program Support Funds (PSF) to be downloaded to the identified host regions through issuance of a *Sub-Allotment Release Order (Sub-ARO)*. Regional Offices may opt to express interest in hosting the training activity through a formal letter of request.

Further details on the administrative, and other arrangements shall be communicated in a separate issuance.

For any questions or if you need further clarifications, please get in touch with **Mr. Deryll S. Santos** or **Mr. Marc Adrian F. Gianan** from the Planning Service – Planning and Programming Division. You may reach them via email at ps.ppd@deped.gov.ph and kindly copy marc.gianan@deped.gov.ph and deryll.santos@deped.gov.ph. Alternatively, you may also contact them through telephone number (02) 8633-7216.

Thank you.

**Capacity Building on Planning and Monitoring Technologies
Indicative Program Design**

Day	Topic	Objectives
Day 1: AM	Arrival and Registration	
Day 1: PM	Preliminaries	Present and level-off on the concepts of strategic planning, types, and cycle
	Input: Strategic Planning: Concepts, Process, Types of Plans, Strategic Planning Cycle	
	Input: Education Futures	Present the concept of education futures as guide in developing a quality development plans
Day 2: AM	Input: Situational Analysis - Results Framework: Data collection and organization - Dashboard and KPIs - Segmentation and Characterization - Review of Past Performance - PESTLE - SWOT	Establish the current context and performance; Identify problematic performance indicators; Pinpoint and locate problem areas (programs, target groups, key stages) that need to be addressed
	Workshop and Presentation	
	Input: Prioritization based on causality: Problem Analysis and Solutions Identification	Identify root problems causing underperformance and formulate solutions
Day 2: PM	Workshop and Presentation	
	Input: Setting the Targets Using of Different Lenses	Present different lenses that are useful in analysis of the context and in setting the targets;
	Input: Key Shifts and Change Strategies	Formulate change strategies based on the environment analysis that would address priority problem areas
Day 3: AM	Workshop and Presentation	
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Day 3: PM	Input: Writing of Development Plan	Explain the standard outline in preparing a development plan
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Day 4: AM	Input: Monitoring, Evaluation, Adjustment and Learning Plan	Present how to prepare monitoring, evaluation, adjustment, and learning (MEAL) plan
	Workshop and Presentation	
	Synthesis and Closing Activities	
<i>End of Training</i>		