



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

July 7, 2023

Division Memorandum

No. 257, s. 2023

**SUBMISSION OF LEARNING AND DEVELOPMENT ACTIVITY ATTACHMENTS
FOR THE SUSTAINABILITY OF PRIME HRM L & D CORE SYSTEM AND NON-
TRAINING ACTIVITY REPORT**

To: OSDS/CID/SGOD
Program Holders/Implementers
All others concerned

1. Pursuant to Division Memorandum No. 165 s. 2023 entitled New Learning and Development Project Design and Completion Template and in view of the desire of the DepEd SDO Tabuk City to sustain and improve the L & D System and processes by achieving the PRIME-HRM Level III Integrated and Maturity level from the Civil Service Commission, all program holders hereby adhere on the submission of L & D attachments of Project Design and Completion Reports (see attached enclosure 1 for the checklist).
2. In addition, the HRTD is guided by DepEd Order No. 50 s. 2020 entitled DepEd Professional Development Priorities for Teachers and School Leaders for School Year 2020-2023, incorporating the MATATAG components: Bansang Makabata, Batang Makabansa, to set the new direction of the agency and stakeholders in resolving basic education challenges and ensuring the alignment of Gender Equality, Disability, and Social Inclusion (GEDSI) in all programs, projects, activities, and initiatives within the Department.
3. For non-training activities like emergency meetings, procurement, purchase of items, production of modules, and other related eligible activities incorporating the MATATAG component must use the



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- provided activity request and Non-Training Completion Report Template, attaching all the needed requirements (see enclosure 2).
4. Program holders or project proponents must use the provided activity request and completion report template incorporating the MATATAG component for non-training activities like procurement, production of testing materials or modules, and other related eligible activities attaching all necessary requirements (see enclosure 2).
 5. All needed requirements can be downloaded on the provided Google Drive <https://bit.ly/41HRTDTEMPLATE>.
 6. For queries and additional information, please contact the SGOD HRTD Section through cellular number 09454073405 or email address mariamedeavallejo@deped.gov.ph
 7. Immediate dissemination of and strict compliance with this Memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 

SGOD HRTD/mmcv file 2023
July 7, 2023



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CHECKLIST FOR THE L & D PROJECT DESIGN AND COMPLETION REPORTS

STATUS OF SUBMISSION		PRIME HRM L & D EVIDENCE REQUIREMENTS FOR PROJECT DESIGN	REMARKS
Evident	Not Evident		
		Project Design -Approval (align with DepEd Order No. 50 s. 2023, MATATAG components and Gender, Equity, Disability, and Social Inclusion).	
		Memorandum on the conduct of the proposed activity	
		Request letter for the Learning Service Providers (LSP)/Subject Matter Experts (SME)/Resource Speakers	
		Profile or Curriculum vitae of the LSPs/SMEs (PRC format)	
		Request letter for the LSPs/SMEs	
		Session guides per topic (Kirk Patrick Approach)	
		Pre and Post Test (can be per session or as the whole duration of the topics)	
		Slide decks/PowerPoint Presentations from the LSPs/SMEs	
		Training Matrix	
		Purchase Request	
		Generated activity request from the Program Management Information System (PMIS)	
		PRIME HRM L & D EVIDENCE REQUIREMENTS FOR COMPLETION REPORTS	
		Completion Reports- Acceptance	
		Attendance (Gender sensitive-online or onsite participants)	
		Pictorials per day with captions	
		Purchase Order	
		Process Observation Analysis (POA) c/o Certified PSDSs	
		Results of the Pre and Post-test	
		End of evaluation program (c/o SMME)	



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Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
 Purok 2, BCS Compound, Bulanao Norte, Tabuk City



ACTIVITY REQUEST

(Emergency meeting , procurement and other related non-training eligible activities)

TITLE	
DATE	
VENUE	
FUND SOURCE	
OBJECTIVES:	

OUTPUT Munits of the meeting, attendance sheets, pictures with captions, and generated activity request PMIS if It's inputted from PMIS

Check what MATATAG Components address the proposed activity.

<input type="checkbox"/>	MAke the curriculum relevant to produce competent and job-ready, active, and responsible citizens;
<input type="checkbox"/>	TAke steps to accelerate the delivery of basic education facilities and services;
<input type="checkbox"/>	TAke good care of learners by promoting learner well-being, inclusive education, and a positive learning environment; and
<input type="checkbox"/>	Give support to teachers to teach better.

PROGRAM		
ACTIVITIES	PARTICIPANTS	
	Target	Number
TOTAL PARTICIPANTS:		

PROPOSED BUDGET				
PARTICIPANTS:				
ITEM EXPENDITURE	UNIT COST	QUANTITY	FUND SOURCE	TOTAL COST
TOTAL				

Prepared:

Reviewed

Funds Available:

 Program Holder/Proponent

 CES-SGOD/CID/OSDS

NILDA T. MENDOZA
 Adminsitrative Officer V

Recommending Approval:

Approved:

JAN NOWEL E. PEÑA
 OIC-Asstant Schools Division Supernintent

BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Date

Reference No.

**NON- TRAINING COMPLETION REPORTS
ACCEPTANCE SHEETS**

Title of the Project Activity

Prepared by:

Project Proponent

Reviewed:

Functional Division/Section Head
SGOD/CID/OSDS

Recommending Approval:

JAN NOWEL E. PEÑA
OIC-Assistant Schools Division Superintendent
Personnel Development Committee Chairperson

Approved:

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Personnel Development Committee Consultant

IDENTIFYING INFORMATION

Title of the Project Activity				
Reference (Issuance)				
Date	Proposed date: _____	Actual date of implementation: _____		
Program Holder/Project Proponent				
Venue/Duration Days/Hours				
Resource Persons/Participants	Target Number (<i>Specify</i>)	Male	Female	Total
	• Non-Teaching			
	• Teaching Related			
	• Teaching			
	<i>Total</i>			
	Actual Number (<i>Specify</i>)			
	• Non-Teaching			
	• Teaching Related			
	• Teaching			
	<i>Total</i>			

ACTIVITY

MATATAG Alignment <i>Check what MATATAG Components address the activity</i>	MA ke the curriculum relevant to produce competent and job-ready, active, and responsible citizens;
	TA ke steps to accelerate the delivery of basic education facilities and services;
	TA ke good care of learners by promoting learner well-being, inclusive education, and a positive learning environment; and
	GI ve support to teachers to teach better.
Objectives	
Rationale	
Highlights/Results	
Attachments:	Pictorials and other related required documents