



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



October 9, 2017

DIVISION MEMORANDUM

NO. 662, s. 2017

**SUBMISSION OF ALL IN-SERVICE AND OTHER TRAINING PROGRAM DESIGNS
FROM SCHOOLS DISTRICTS AND OTHER UNITS/SECTIONS OF THE DIVISION**

**TO: Assistant Superintendents
Chiefs/EPSSs/SEPSs/EPSS IIs
Public Schools District Supervisors/OICs
Elementary/Secondary School/s Principals (including Integrated Schools)
All Others Concerned**

1. This **Office** hereby requires all proposed training programs from the schools districts and other sections or units of the Division to be submitted in the **Learning & Development Section/Unit (L&D)** for further review and/or file purposes.

2. The **L&D** is in the process of preparing the documentary requirements for **PRC accreditation** so that the **DIVISION** will be considered as a legitimate CPD provider by virtue of **RA 10912**, otherwise known as the “Continuing Professional Development Act of 2016”, in this regard the following measures are undertaken to ensure **uniformity and consistency** in the preparation/giving of training certificates and other documents:

2.1 All proposed training program designs from school districts or sections/units in the Division must be submitted to the L&D Unit/Section for further review; once the design is already approved by the Schools Division Superintendent (SDS), a photocopy of such training program design must be given/left to the L&D Unit/Section for file purposes.

2.2 Session guides, training matrix/matrices, sample pretest/posttest, training evaluation forms, brief resumes/capsule bio of the speakers/lecturers and the draft/sample training certificates/certificate of completion or participation as well as the sample program of such learning activity/training must also be submitted as enclosure/attachments to the proposed TRAINING PROGRAM DESIGN.

2.3 After the conduct of the training or learning event, original copies of the attendance sheets with the signatures of the participants must be submitted to the L&D Section/Unit for

file purposes and for submission to the PRC. **A brief terminal/activity report must also be submitted with pictures after the conduct of such training/learning event.**

2.4 For consistency and uniformity, all training certificates of completion/participation or recognition/appreciation for the speakers/lecturers which will be credited for **CPD units/training hours** must be signed by the **Schools Division Superintendent (initialed/countersigned by the staff from the L&D unit/section)**, the **signatures and names of the Public Schools District Supervisors (PSDS) and the CPD in-charge/coordinator in district** or the **education program supervisor leading the activity/learning event** must appear at the back in every certificate issued to ensure its **authenticity/validity**.

2.5 The **training hours** must be indicated in all certificates of completion/participation issued for purposes of **computing the CREDIT UNITS (CU)** earned of each participant.

2.6 **Certificates of recognition/appreciation for the lecturers/speakers** (e.g., INSET, etc.) must also indicate the **number of hours** that the speaker actually delivered his/her lecture for purposes of computing/determining the **CU earned**.

3. All proposed training program designs must be submitted at least **ten (10) working days** prior to the conduct of such training or learning event. Even if the learning event is only one (1) day, a **proposed activity design** must be submitted for purposes of **earning CPD units/credits**.

4. Wide dissemination of and strict compliance of this Memorandum is hereby directed.


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