



August 27, 2019



REGIONAL MEMORANDUM

No. 467, s. 2019

CLUSTER TRAINING re: TRAINING WORKSHOP ON PLANNING TECHNOLOGIES

TO: All Schools Division Superintendents
This Region

1. This has reference to the Memorandum from Dir. Roger B. Masapol, Director IV, Planning Service, dated August 22, 2019, re: Advisory re: Training Workshop on Planning Technologies for Planning Officers.
2. The participants of this cluster training are the following: a) Division Planning Officers (1 per SDO), b) Regional Planning Officers (1 per RO), and PPRD Chiefs (1 per RO) which will be **finally** conducted on September 3-6, 2019 at St. Giles Makati Hotel, Makati City. Swapping of schedule with Region 5 was agreed. **No proxies will be allowed.**
3. It is required that the participants shall prepare their respective dashboards both for elementary and secondary. The template may be accessed at <http://bit.ly/2ZgQFdT>. Laptop and extension wire are also required for the simulation exercises on the planning tools.
4. Attached herewith are the Memoranda of Usec. Mateo and Dir. Masapol for your references.
5. Travelling expenses of participants relative to the conduct of the activity shall be charged to local funds subject to usual accounting and auditing rules and regulations.
6. For clarifications and queries, please contact Ms. Marilyn F. Antiquina, PPRD at 0938-319-0663 or (085) 342-7241.
7. Widest dissemination of this memorandum is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director

PPRD/MFA
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REPUBLIC OF THE PHILIPPINES
Department of Education



PLANNING SERVICE
Office of the Director

2019-OD-PS _____

MEMORANDUM

FOR : Regional Directors
Schools Division Superintendents
Regional Chiefs, PPRD
Regional Planning Officers
Division Planning Officers

FROM : **ROGER B. MASAPOL**
Director IV, Planning Service

SUBJECT : ***Advisory re: Training Workshop on Planning Technologies
For Planning Officers***

DATE : **22 August 2019**

This is in relation to the Memorandum No. OM-PHRODFO-2019-00730 dated 14 August 2019 entitled ***Training Workshop on Planning Technologies for Planning Officers***. This training workshop, as stated in the memo, shall be conducted in four (4) clusters, with the following details:

Cluster	Regions	Inclusive Dates	Venue
1	NCR, IV A, IV B, V	September 3-6, 2019	St. Giles Makati Hotel
2	CAR, I, II, III	September 10-13, 2019	
3	VI, VII, VIII, IX	September 17-20, 2019	
4	Caraga, X, XI, XII	September 24-27, 2019	

Prior to this clustered training, there will be a National Training of Trainers (NTOT) on **27-30 August 2019** at the same venue which will serve as a refresher session for those who have already been previously trained in the planning technologies. With this, we would like to emphasize that only those who have already attended our series of trainings on strategic, investment, and operational planning are advised to attend the NTOT. The reason is that the design of the NTOT is meant to be a refresher of the concepts and tools already discussed. This is also in preparation for the scheduled training of their respective clusters wherein they will be tapped as resource persons. As such, all participants are expected to have prior knowledge and experience on the topics.

We would also like to reiterate that the participants invited to these clusters are the following: a) division Planning Officers (1 per SDO), b) regional Planning Officers (1 per RO), and PPRD Chiefs (1 per RO). No proxies will be allowed.

Also, in preparation for the cluster training, each RO and SDO is instructed to prepare their respective dashboards. The template may be accessed at <http://bit.ly/2ZgQFdT>. There should be one dashboard for elementary and another for secondary.

Lastly, all participants must confirm attendance through the following links:

- NTOT re: Training Workshops – bit.ly/ntotplanttechnologiespo
- Clustered Training Workshops – bit.ly/clustertrainingplanttechnologiespo

For any concerns regarding this, you may contact Piolo Martin Moreno of PPD-PS via email at ps.ppd@deped.gov.ph or via landline at 633-7216.

Thank you for your usual cooperation.



REPUBLIC OF THE PHILIPPINES
Department of Education



PLANNING SERVICE
Office of the Director

2019-OD-PS _____

MEMORANDUM

FOR : Regional Directors
Schools Division Superintendents
Regional Chiefs, PPRD
Regional Planning Officers
Division Planning Officers

FROM : **ROGER B. MASAPOL**
Director IV, *Planning Service*

SUBJECT : ***Advisory re: Training Workshop on Planning Technologies For Planning Officers***

DATE : **22 August 2019**

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Thank you for your usual cooperation.



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim

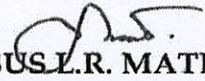
Office of the Undersecretary

OM-PHRODFO-2019- 00730

TO:

All Regional Directors
All Schools Division Superintendents
Regional Chiefs of PPRD
Regional Planning Officers
Division Planning Officers
All others concerned

FROM:


JESUS L.R. MATEO
Undersecretary

SUBJECT:

Training Workshop on Planning Technologies for Planning Officers

DATE:

August 14, 2019

To ensure all the educational plans in DepEd are anchored on the attainment of its organizational and learner outcomes of the Department, it should be based on a thorough analysis of the different contexts of our schools. Mostly, this situational analysis spring from the data provided and managed by planning office.

In this light, the Planning and Programming Division - Planning Service (PPD-PS) shall conduct a series of **Training-Workshop on Planning Technologies** aimed to equip the planning officers nationwide on the following: a. Organizing data (strategic), b. Analyzing performance dashboards, c. Prioritization and rapid appraisal tools and techniques, d. Data Projection and, e. Forward Estimates of Crucial Resources. By the end of the training-workshop, the POs should be able to demonstrate these skills by applying them to their respective regions or divisions.

The said activity will start with **Training of Trainors/Facilitators** consisting of two (2) **representatives from each region on August 27-30, 2019 at a venue within Metro Manila**. Said facilitators should come from the pool of nominated participants during the series of capacity building conducted last year on strategic and investment planning (Annex 1). It shall be followed by the cluster training of division planning officers (1 per SDO) and their respective regional planning officers (1 per RO), and PPRD Chiefs (1 per RO). Schedule and slots per region are reflected below:

Cluster 1: Sept. 3-6, 2019		Cluster 2: Sept. 10-13, 2019		Cluster 3: Sept. 17-20, 2019		Cluster 4: Sept. 24-27, 2019	
RO	PAX	RO	PAX	RO	PAX	RO	PAX
NCR	18	CAR	10	Region VI	22	CARAGA	14
Region IV A	23	Region I	16	Region VII	21	Region X	16
Region IV B	9	Region II	11	Region VIII	15	Region XI	13
Region V	15	Region III	22	Region IX	10	Region XII	11
						ARMM	12

Attached is the indicative program schedule for the NTOT and the ensuing Cluster Training for your reference (*Annexes 2a & 2b*). Program starts officially every Tuesday morning and ends Friday of the same week.

With this, please be mindful of the following administrative arrangements and workshop reminders:

- Check in shall be Day 0 –Monday, one day before each cluster with dinner as first meal,
- Check out is Friday 12:00 noon with lunch as last meal.
- Traveling expenses shall be charge to local funds subject to usual accounting and auditing rules and regulations.
- Bring laptop and extension for the simulation exercises on the planning tools.

Advisory shall be issued on the venue and other technical and administrative details. Expected participants, particularly for the NTOT, may confirm their attendance by filling up the google form through the following link on or before **Aug. 22, 2019**:

ACTIVITY	CONFIRMATION LINK
National Training of Trainors re: Training Workshop on Planning Technologies	bit.ly/ntotplantecnologiespo
Cluster Training re: Training Workshop on Planning Technologies	bit.ly/clustertrainingplantecnologiespo

For inquiries and concerns, please contact Mr. Piolo Martin Moreno at PPD-PS at telephone number 633-7216 or via email at ps.ppd@deped.gov.ph.

Thank you very much.