



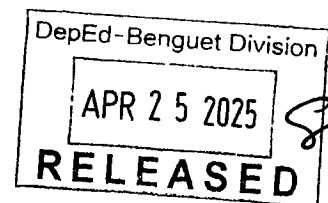
Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**  
**Schools Division of Benguet**

21 April 2025

**DIVISION MEMORANDUM**

No. 168,53025

TO: Office of the Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Elementary and Secondary School Heads  
All Others Concerned



SUBJECT: **STANDARD TRAINING PROPOSAL AND COMPLETION REPORT  
FORMAT WITH TEMPLATES OF REQUIRED ATTACHMENTS**


1. Pursuant to RA 11713, the Excellence in Teacher Education Act which focuses on improving teacher education and training by integrating pre-service and in-service education, ensuring it's responsive to the needs of the basic education sector, and upgrading teacher education to enhance educational quality; RA 7836 (Philippine Teachers Professionalization Act of 1994) which addresses teacher licensure and professionalization; and RA 10912 (Continuing Professional Development Act of 2016), which makes CPD mandatory for professional identification card renewal; this office enjoins all proponents of Professional Development initiatives in the Division Office to strictly adhere to the standard training proposal and completion report format to ensure ease and efficiency in the process.
2. Proponents are required to submit the following documents with the required format (Enclosure 1), complete signatories, and attachments at least a month before the intended date of implementation. These documents shall undergo review by the Professional Development Committee and processing by the Bids and Awards Committee:
  - a. Training Proposal (3 copies); and
  - b. Purchase Request (3 copies) indicating breakdown of rates for daily meals, snacks, and accommodation (if applicable) with complete attachments (e.g. menu).
3. One week after the end of the scheduled training implementation period, proponents are required to submit the activity's completion report (Enclosure 2)

with complete signatories and attachments for review by the Professional Development Committee as well as the processing of documents for payment by the Supply and Accounting Office:

- a. Original copy of the Training Proposal if all three copies are returned; if not, the BAC secretariat already attached it together with the other documents of the winning bidder;
  - b. One Original Copy of the Attendance Sheet. Always have two original copies of attendance sheet;
  - c. Accomplishment Report signed by the PDC with complete attachments. Prepare three original copies – one as attachment for payment to the supplier, second copy for the HRD Section to ensure accurate and updated report on trainings conducted in the division, and third copy for the proponent;
  - d. Actual Training Matrix if there were changes made during the implementation of the training activity;
  - e. List of room assignment if applicable. This must be prepared by the supplier/ representative and noted by a member of the inspectorate team;
  - f. Attach a justification of any changes in the conduct of the training that may or may have caused issues and concerns in the pre, during, and post implementation phase;
  - g. Division Memorandum with enclosures. Training matrix must be attached and the complete list of names of identified participants, resource speakers, and program management team. Include as well the addendum and / or corrigendum memorandum if there are any; and
  - h. Complete documents for claim of honoraria.
4. In reference to DBM Circular No. 2007-1 Re Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators, and Facilitators; proponents must make sure that their honoraria is calculated based on their monthly salary rate, with a minimum of two times their hourly rate and a maximum not exceeding two times the hourly rate of a Professor VI, step 1 of SG-29. The honorarium includes both lecture/training hours and an equal number of hours for preparation. The following documents must be attached to complete the claim:
- a. Received letter of invitation (signature and date received by the receiving office, representative, or person);
  - b. ORIGINAL COPY of Daily Time Record – CSC Form 48 must be signed and with complete information;
  - c. ORIGINAL COPY of attendance sheet showing the name of the Lecturers, Resource Persons, Coordinators, and/ or Facilitators with signature and complete details on time in and out;
  - d. Any of the following proof of Monthly Basic Pay: Pay slip, latest Income Tax Return with complete information and signature, or Certificate of Employment stating basic monthly income;
  - e. Resume or Curriculum Vitae for non-government employed and Personal Data Sheet for government employed; and
  - f. Any other documents that may support the claim as required by the Accounting Office as changes in the circular may inevitably arise.

5. Districts and schools are encouraged to utilize the same format and template.
6. Here are additional reminders to proponents to guarantee a well-coordinated training program:
  - a. Budget of the training activity must be well coordinated with PMIS in-charge and the Budget Officer;
  - b. Submitted proposals and Purchase Requests must be followed up at all times to make sure that the documents are in the right office, for immediate action to any required changes, and to be updated on the winning bidder/ supplier;
  - c. Partner with the BAC secretariat ONLY if necessary for the immediate coordination with the winning bidder / supplier prior to the conduct of the training;
  - d. Call for participants. The proponent may prepare a memorandum for call for participants in cases where there are no pre-identified participants with the specific professional development needs. Criteria for selection must also be included in the memo;
  - e. All identified participants must be required to register and confirm their attendance prior to the conduct of the training activity. The proponent may use the Actual Participants Profile as template;
  - f. Day 1 of the conduct of the training activity, attendance must be checked. In case participants who confirmed their attendance were not able to make it, proponents must immediately look for a replacement if venue is within Baguio / Benguet, otherwise, the proponent must coordinate with the supplier on the delivery of services to actual number of pax as supported by the signed RFQ; and
  - g. Proper and clear delegation of roles and responsibilities of the Program Management Team by the proponent is a MUST. This is helpful in the effective and efficient conduct of the activity.
7. For training proposals seeking quality assurance from RNEAP and PRC approval for CPD Units, proponents may refer to Division Memorandum no. 132, s. 2024 or coordinate with the Human Resource Development Section for further technical assistance.
8. Immediate dissemination of this memorandum is highly directed.



  
**ESTELA P. LEON - CARIÑO EdD, CESO III**

Regional Director and   
Concurrent Officer In-Charge  
Office of the Schools Division Superintendent

SGOD/LBA/hrds/xdk

Enclosure 1.

STANDARD TRAINING PROPOSAL AND COMPLETION REPORT FORMAT WITH  
TEMPLATES OF REQUIRED ATTACHMENTS

	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074)422-7501		Document Code: <b>SDO-BENG-QF-SGOD-HRD-001</b> Revision: 01 Effectivity date: 09-10-2019
	<b>TRAINING PROPOSAL</b>		Name of Office: <b>SGOD-HRD</b>

**PROJECT TITLE:**

**PROPONENT/S:**

**LOCATION:**

**BENEFICIARIES:**

**PROJECT COST:**

**IMPLEMENTATION PERIOD:**

**I. RATIONALE:**

**II. OBJECTIVES:**

**III. LIST OR NUMBER OF PARTICIPANTS**

Teachers		School Leaders (Head Teachers, School Heads, EPS, PSDS)		Resource Speakers (non-DepEd, non- teaching)	
Male	Female	Male	Female	Male	Female
OVERALL TOTAL =					

**IV. WORK PLAN**

A. DATE AND VENUE

B. PROCESS/ METHODOLOGY

C. TRAINING MATRIX

Time	Activity / Topic	In-charge / Resource Speakers

**V. ESTIMATE PROJECT INVESTMENT**

A. Source of Funds:

B. Total Budget Estimate:

Unit	Item Description	Quantity	Unit cost	Total Cost
OVER ALL TOTAL				

**VI. IMPLEMENTATION ARRANGEMENT**

**VII. MONITORING AND EVALUATION**

**VIII. SUSTAINABILITY AND EXIT PLAN:**

**IX. GAD ATTRIBUTION (PER QUARTER)**

Position	Salary Grade	Salary	Per Day	Number of Participants	Number of days	GAD Attribution
						GAD Attribution = Number of participants * number of days * per day salary
Teacher II	12	27,608.00	1,254.91	20	1	25,098.20
TOTAL						

**Prepared by:** PROPONENT



**Allotment Available:** AO V / BUDGET OFFICER

**Reviewed and Recommending Approval:** IMMEDIATE SUPERVISOR



**Approved:** ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

**NOTE: Must be prepared in at least three copies.**

## Sample Purchase Request

		<b>DEPARTMENT OF EDUCATION</b> <b>SCHOOLS DIVISION OFFICE OF BENGUET</b>			
PURCHASE REQUEST					
Department of Education-Benguet Division			Fund Cluster: 01		
			Date:		
			PR No.		
Office / Section:			Responsibility Center Code:		
Stock/ Property No.	Unit	Item Description	Quantity	Unit cost	Total Cost
	Pax	October 22, 2025 AM Snack - Fresh Mango Juice - Chicken Sandwich	22	100.00	2,200.00
	pax	October 22, 2025 Lunch - Plain Rice, Sinigang na Salmon, Fresh Vegetable salad, Fried Chicken, Orange fruit for dessert, Buko Juice	22	400.00	8,800.00
	Pax	October 22, 2025 PM snack - Steamed Asado siopao - Pineapple juice	22	100.00	2,200.00
	Pax	October 23, 2025 AM Snack - Bilo-Bilo - Guyabano Juice	22	100.00	2,200.00
	pax	October 23, 2025 Lunch - Plain Rice, Chicken pork adobo, Bangus sisig, Sinanglaw, Banana for dessert, Buko Juice	22	400.00	8,800.00
	Pax	October 23, 2025 PM snack - Ham and cheese sandwich - Iced tea	22	100.00	2,200.00
	Hall	Function Hall Rental (Day 1)	22	50.00	1,100.00
	Hall	Function Hall Rental (Day 2)	22	50.00	1,100.00
1. Provision of free-flowing coffee with milk and sugar, and hot and cold water throughout the duration of the training activity; 2. Function hall must be conducive – well ventilated, clean, and enough space for workshop activities for 22 participants, table and chairs to be provided; Provision of functional LCD projector and sound system 3. Provision of tissue in the washroom or comfort rooms;					
<b>TOTAL</b>					<b>28,600.00</b>
<b>PURPOSE:</b>	Enhancing Teaching Strategies of Elementary Teachers on Numeracy and Literacy October 22 to 23, 2025				
<b>Requested by:</b>	<b>Allotment Available:</b>		<b>Approved:</b>		
<b>Printed Name:</b>	<b>FLORABEL E. BUCLAY</b>				
<b>Designation:</b>	Budget Officer/ AO V		Schools Division Superintendent		

**NOTE: Must be prepared in three copies.**

	<b>Republic of the Philippines</b> <b>Department of Education</b> Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b>		Document No.:	SDO-BENG-QF-SGOD-HRD-003
			Revision No.:	01
			Name of Office/ Position Title	SGOD-HRD
			Effective Date:	September 10, 2019
<b>Attendance Sheet</b>				

**TITLE OF ACTIVITY:**

**VENUE:**

**DATE/S:**

No.	Name (First MI. Last)	Sex	Age	Salary Grade	Position/ Title	School / Office	District / Functional Division / Unit / Section	DAY 1 - DATE: _____		
								AM Time-in	PM Time-out	Signature
1										
2										
3										
4										

**NOTE: Daily attendance sheet must be prepared separately in at least two copies.**

Enclosure 2. *STANDARD TRAINING PROPOSAL AND COMPLETION REPORT FORMAT WITH TEMPLATES OF REQUIRED ATTACHMENTS*



Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**  
**Schools Division of Benguet**

## PROGRAM COMPLETION REPORT

<b>Title:</b>		
<b>Date/s of Conduct:</b>		
<b>Venue:</b>		
<b>Total Number of Participants by Position and Sex</b>	<b>Male:</b>	<b>Female:</b>
<i>e.g. Teacher I</i>	4	10
<b>Executive Summary:</b> <i>May include the program description and its objectives, and the daily proceedings of the conduct of the program.</i>		
<b>M and E Analysis</b> <i>Analysis should include:</i> <ul style="list-style-type: none"> <li>• <i>Results from the participants' evaluation of the program</i></li> <li>• <i>Results from the participants' learning of the program</i></li> <li>• <i>Results from the facilitators review of the program</i></li> <li>• <i>Results from the program managers review of the program</i></li> </ul> <i>Strengths and areas for improvement should be identified in this section</i>		
<b>General Comments and Issues Encountered</b> <i>In this section make any general comments about the program and identify any issues encountered in relation to:</i> <ul style="list-style-type: none"> <li>• <i>its delivery</i> <ul style="list-style-type: none"> <li>- <i>resource persons/ learning facilitators</i></li> <li>- <i>participants</i></li> <li>- <i>content of program</i></li> <li>- <i>delivery strategies</i></li> <li>- <i>training materials</i></li> </ul> </li> <li>• <i>its management</i> <ul style="list-style-type: none"> <li>- <i>prior to delivery</i></li> <li>- <i>during the training proper</i></li> </ul> </li> </ul>		



*Other issues*

**Recommendations**

*In this section discuss any recommendations you may have to improve future programs and for policy actions. Suggestions may cover program management, facilitation, session guides, resource materials, other concerns)*

I hereby declare the information provided in this program completion report is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made. I further allow DepEd-Benguet to investigate the authenticity of all the documents submitted.

I agree that DepEd Benguet to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

**Name of Proponent:**

**Signature:**

**Date:**

Program Report Attachments:

1. Registration Sheets
2. Attendance Sheets
3. Summary of Evaluation Results (from SMM&E)
4. Photo Documentation

**Note: Prepare at least three copies**

## ACTUAL PARTICIPANTS PROFILE

Proponent/s Name/s																
Indicative Date/s of Implementation:																
Program Title:																
School Name	School ID	Name	Position Level (Teacher I – III, Master IV, Principal I – IV, etc.)	Grade Level Taught	Specialization (College and Graduate Studies)	Actual subject/s taught	Years in the current position	Sex	Age	Civil Status	Religion	Are you a Person with Disability? (YES/NO)	Are you a member of an Indigenous Group? (YES/NO)	Are you a solo parent? (YES/ NO)	DepEd Email Address	Contact Number

**Note: May be used as template for Registration**

*Sample List of Room Assignment (This may only be used if the supplier has no available template)*



Activity Title: \_\_\_\_\_  
Date of Implementation: \_\_\_\_\_  
Company / Agency: \_\_\_\_\_

**GUESTS ROOM ASSIGNMENT**

<b>No.</b>	<b>Name</b>	<b>Sex</b>	<b>Room Number</b>	<b>Conditions / Exemptions</b>

Prepared by: \_\_\_\_\_  
*Supplier*  
Signature over Printed Name

Noted by: \_\_\_\_\_  
*Member of the Inspectorate Team*  
Signature over Printed Name