



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

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DepEd-MALAYBALAY CITY DIVISION

RELEASED

Date: 02-19-13 Time: 9:30AM  
By: [Signature]

**DIVISION ORDER**


No. 001, s. 2013

**POLICIES AND GUIDELINES IN THE ADMINISTRATION / MANAGEMENT  
OF THE SCHOOL-BASED TRAINING PROGRAM**

- To: Education Program Supervisors Designate / Division Coordinators  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
This Division
1. Pursuant to DepED Order No. 66, s. 2010 re: Policies and Guidelines on Planning and Administration/ Management of the Human Resource Training and Development Program, this Office is mandating for systematic quality conduct of School-Based Training Program (SBTP)/ district training in the whole division at all levels.
  2. In compliance to the allocated budget for Staff Development/ GAD in the Maintenance and Other Operating Expenses (MOOE) SY 2013-2014, and remaining budget for SY 2012-2013 for career development and training, the Office is hereby order to submit copies of training design for approval in the following format:
    - a. Title
    - b. Background/Rationale (discussion of the conditions that justify the need for training supported with qualitative and quantitative data)
    - c. Description of the Training
    - d. Goals and Objectives
    - e. Strategies
    - f. Target Participants
    - g. Implementation Mechanics
    - h. Fund Source
    - i. Work and Financial Plan
    - j. Monitoring and Evaluation
  3. The following guidelines shall be used in planning and in the conduct of training programs:
    - a. All training programs shall be anchored on the results of Training Strengths and Needs Analysis (TSNA) and in support of the Education for All (EFA) 2015 targets. Each concerned school shall design and conduct its TSNA;
    - b. The invitation of resource persons shall be allowed with expertise on the said topic. Resource speaker's honorarium shall not be more than Php 800.00 per day. However, resource persons from the same division shall not be given monetary allowances/honoraria as they are compensated in their services

rendered in the department. Further, invitation of resource speakers shall be governed by the provision of RA 9184 on procurement of consultancy services;

- c. Education Program Supervisors/District Steward may also serve as resource persons. Likewise, training delivery shall be monitored by the concerned administrators of the district or division steward;
  - d. For special programs and projects, the district shall conduct a Training of Trainers (TOT) or invite division trainers in relation to the conduct of the planned training;
  - e. All school-based trainings shall be conducted in not less than two (2) days to ensure mastery of topics and skills;
  - f. For purposes of tracking utilization of training funds, all schools shall:
    1. Establish data base on training. Such data base shall be used as basis in identifying training needs for the next years;
    2. Submit accomplishment report right after the training;
  - g. Schools shall consider allowable expenditures under INSET funds considering the provisions of the Procurement Law and Commission on Audit (COA) rules and regulations;
  - h. Training participants shall not be required to pay for materials used during the training nor shall buy resource materials sold by vendors in the training venue;
  - i. Utilization of training funds from partners (other GAs, NGO's, private individual donors) shall follow the agreed terms of donation between the school concerned and the donor who shall ensure that the results of TSNA and EFA targets are addressed in the training design.
4. The copies of the training design shall be reviewed by the Division Training Coordinator of such *area* or *field* and *District Steward*, and to be finally approved by the Schools Division Superintendent with affixed initials therein of the DTC and DS concerned below the SDS name.
5. Immediate and wide dissemination of and strict compliance with this Order is directed.

  
EDILBERTO L. OPLENARIA  
Schools Division Superintendent

Reference:  
DepED ORDER No. 66, s. 2010