



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLEA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



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REGIONAL MEMORANDUM  
NO. 214 . 2019

July 10, 2019

RELEASED  
JUL 23 2019

DEPED-CAR

**PROCESS FLOW IN THE CONDUCT OF REGIONAL LEARNING AND DEVELOPMENT ACTIVITIES**

**TO: Regional Office Chiefs and Unit Heads  
Schools Division Superintendents  
All Others Concerned**

1. Pursuant to RA 9155 or the Governance of Basic Education Act of 2001, the human resource development at the Regional level, is responsible in implementing programs for the professional development of all regional personnel, and in managing region-wide professional development programs in accordance to national policies and standards.
2. Moreover, the Human Resource Development Division is guided by DepEd Order No. 32, s. 2011 or the Policies and Guidelines on Training and Development Programs and Activities in the implementation of learning and development endeavors.
3. Relative to this, DepEd-CAR issues this Process Flow and Terms of Reference for training committees.
4. This contextualized mechanism aims to provide guidance in the smooth and effective implementation of all learning and development activities at the Regional and Division levels. Specifically, this mechanism aims to: clearly define the roles and responsibilities of each member of the training management team; strategize a smooth interface between and among functional divisions through the process flow; and ensure the conduct of productive capability building activities.
5. All learning and development activities conducted at the Regional and Division levels are open to all teaching and non-teaching personnel regardless of age, ethnicity or cultural background, gender or sexual orientation, ability or disability, and religious affiliation.
6. Activities will not continue without the Notice to Proceed awarded to winning suppliers or service providers.
7. Only ISO Quality Forms will be used in the needed documents.
8. For activities to be conducted in a venue other than the NEAPR, the program owner must seek certification of non-availability from the NEAPR in-charge.
9. Immediate dissemination of and strict compliance to this Memorandum is directed.

  
**MAY B. ECLAR, Ph. D., CESO V**  
Regional Director

### THE TRAINING COMMITTEES

Role	Office/Person In-charge	Terms of Reference
Overall Program Lead	Regional Director	<ul style="list-style-type: none"> <li>• Organizes the Program Management Team</li> <li>• Signs MOA/MOU where applicable</li> <li>• Ensures policy, processes, and protocols are observed for the smooth conduct of the training program</li> <li>• Calls for and presides over the Regional Management Team Strategic meetings</li> <li>• Assumes accountability for the entire training program in the region</li> <li>• Attends to strategic concerns of the program</li> </ul>
Program Manager	Program owner Focal Person	<ul style="list-style-type: none"> <li>• Prepares the following documents:                             <ul style="list-style-type: none"> <li>-Activity Request if activity is in the WFP and Authority To Conduct if not in the WFP</li> <li>-Purchase Request</li> <li>-Proposed Budgetary Requirements</li> <li>-List of participants</li> <li>-Training Design</li> <li>-Memoranda</li> <li>-Letter of invitation to Resource Persons if applicable</li> <li>-Accomplishment Report</li> </ul> </li> <li>• Provides the resource persons or speakers for the activity</li> <li>• Prepares Disbursement Voucher and Obligation Request and Status after procurement of goods and services</li> <li>• Compiles all needed documents in a folder to facilitate up-to-date payment to supplier/s and submits these to the Finance Division</li> </ul>
Activity Pre-Assessment	Quality Assurance Division	<ul style="list-style-type: none"> <li>• Guarantees that the activity is in the Work and Financial Plan and that the documents attached are complete</li> <li>• Advises program owner to prepare ATC if activity is not in the WFP or if there needs to be an increase in budget requirement for the activity</li> </ul>
Logistics	Finance	<ul style="list-style-type: none"> <li>• Certifies the availability of funds for the activity</li> <li>• Delivers payment of goods and services to service providers</li> </ul>
	Supply/Asset Management Office	<ul style="list-style-type: none"> <li>• Facilitates the prompt delivery of needed supplies for the activity</li> <li>• Prepares purchase order</li> </ul>
	Bids and Awards Committee	<ul style="list-style-type: none"> <li>• Ensures the efficient execution of procurement procedures</li> </ul>

		<ul style="list-style-type: none"> <li>• Prepares and delivers the Notice to Award and Notice to Proceed</li> </ul>
Training Manager	Human Resource Development Division	<ul style="list-style-type: none"> <li>• In-charge of: <ul style="list-style-type: none"> <li>- facilitating attendance; smooth conduct of training; documentation;</li> <li>- ensures that venue complies with specifications and standards;</li> <li>- provision of facilitators if required by training design</li> <li>- conduct of process observation to ensure that facilitators and resource speakers comply to standards and that the training process has been efficiently implemented</li> <li>- conduct of debriefing</li> <li>- analysis of evaluation results and process observation reports</li> <li>- submission of evaluation analysis to BAC</li> </ul> </li> </ul>
Welfare	ESSD (medical officer)	<ul style="list-style-type: none"> <li>• In coordination with program owner, ensures the presence of a medical officer/nurse during the entire duration of the activity</li> </ul>
Facilitators	HRDD Assigned personnel NEAP Facilitators' pool	<ul style="list-style-type: none"> <li>• Follows session guides in the conduct of assigned sessions</li> <li>• Responsible for participants' learning</li> <li>• Ensures provision of training materials to participants</li> <li>• Where necessary, develops, reviews, contextualizes session guides</li> <li>• Attends training orientation</li> <li>• Provides feedback to training manager</li> <li>• Facilitates debriefing sessions</li> <li>• Checks readiness of the training venue/session rooms</li> </ul>
Process Observers	HRDD/Trained personnel	<ul style="list-style-type: none"> <li>• Monitors and observes conduct of every session and provides relevant inputs for commendation or improvement of sessions, facilitators, speakers</li> <li>• Objectively accomplishes process observation tool</li> <li>• Reports feedback during debriefing sessions</li> </ul>
Resource Persons	Program Owner/ Invited personnel	<ul style="list-style-type: none"> <li>• Provides substantial technical input on content/topic assigned</li> <li>• Where necessary, develops, reviews, contextualizes session guides</li> <li>• Attends orientation/training of trainers if applicable</li> </ul>
Evaluation	Quality Assurance Division	<ul style="list-style-type: none"> <li>• Facilitates the conduct of activity evaluation by participants</li> </ul>

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