



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CITY SCHOOLS-TAGBILARAN**  
City of Tagbilaran



October 20, 2015

DIVISION MEMORANDUM  
No. 296 s. 2015

**Guidelines in the Conduct of Training/Seminar and Meeting/Activity**

To: Division Personnel  
School Heads (Elem and Sec)  
All Others Concerned

1. Human Resource Development (HRD) is the framework for helping employees develop their personal and organizational skills, knowledge, and abilities.
2. In order to facilitate smooth flow of transaction, this office has set guidelines for the personnel to observe and to accomplish.
3. The said Guidelines will take effect in the month of November, 2015.
4. Wide dissemination and observance of the Guidelines is highly appreciated.

  
**EVANGEL M. LUMINARIAS, Ph.D., CESO V**  
Schools Division Superintendent 



## Guidelines on the Conduct of Training/Seminar

### *Pre Training*

- The HR Office shall be informed by the Training Project Manager regarding the dates of training, two or three weeks before the scheduled activity.
- The Project Manager will submit a photocopy of the following to the HR 3 days before the training:

From 1-6 (approved by the SDS)

1. Division Memo
2. Training Proposal
3. Session Guides,
4. Matrix of Activities
5. Responsibility Guide ( OD, Resource Manager, Process Observer, Photographer, F1, F2)
6. Working Committees
7. Sample Copy of Certificate of Appearance/ Participation
8. Printed Philgeps ( Above P 50,000.00)
9. Contract of Service (invited Resource Speaker, if applicable)
10. Contract of Service (Venue, if necessary)

### *Training Proper*

- The Training Manager shall see to it that scheduled time is strictly observed.
- The Process Observer will record all the significant incidents and will be deliberated during the debriefing activity.
- The F2 and the Resource Manager shall be at all times available while the training is going on.

### *Post Training*

- A post evaluation conference of all training staff should be conducted right after the activity but not later than 3 days to be presided by the training manager.
- The following will be submitted to the HR Office, 3 days after the conduct of the training (to be placed in a brown envelop) for record and filing purposes
  1. Activity Completion Report
  2. Evaluation sheet (consolidated)
  3. Outputs
  4. Process Observer's Report
  5. Attendance Sheet
  6. Photographs in CD and hardcopy
  7. A copy of the Minutes of Post Evaluation Conference



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## **Guidelines on the Conduct of Meeting/ Activity**

### ***Pre***

1. Secure reservation slip (to avoid conflict of venues and participants of the activities) from the Supply Officer 3 days before the scheduled meeting/ activity.
2. Provide the HR Office a photocopy of the approved reservation slip for record purposes.

### ***During the Conduct of Meeting/ Activity***

1. Attendance will be checked (indicate the names of the absentee)
2. Somebody has to record the minutes of meeting/ conduct of activity

### ***Post***

1. Photocopy of the attendance sheet, will be submitted to HR Office Immediately after the meeting.
2. Minutes of the Meeting / Narrative Report on the Conduct of Activity will be submitted 3 days after Meeting/Activity

*[Handwritten signatures]*



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## Guidelines on the Submission of Pertinent Papers for Reimbursement

The following documents will be submitted after the travel:

1. Appendix A
2. Appendix B
3. Travel Order
4. Memorandum
5. Certificate of Appearance
6. Narrative Report
7. Output during the Training ( Action Plan if any)

Note: Each participant will accomplish the above requirements and to be countersigned by the HR before it is to be submitted to the SDS for approval.