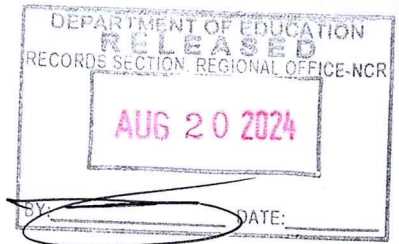




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



16 August 2024

**REGIONAL MEMORANDUM**

ORD No. 828 s. 2024

To: Regional Directors, DepEd NCR and DepEd Region VIII  
Schools Division Superintendents, DepEd NCR and DepEd Region VIII  
All Others Concerned

**CLUSTERED TRAINING ON PLANNING AND MONITORING  
TECHNOLOGIES**

1. The Planning Service-Planning and Programming Division (PS-PPD), Department of Education Central Office, in collaboration with the Policy, Planning, and Research Division (PPRD), DepEd NCR, will hold a training on **Planning and Monitoring Technologies on October 7-11, 2024, at the Axiaa Hotel Manila, 1105 West Ave. Project 7 in Quezon City.**
2. The objective of this activity is to capacitate participants on the planning and monitoring technologies to enable a) equitable and effective resource programming; and b) enable efficient progress monitoring, identification of bottlenecks, and action planning.
3. The training will last five days, comprised of input discussions and hands-on activities. In this light, participants are advised to prepare their latest data sets, and/or dashboards if available.
4. For reference, kindly see the attached enclosures for the detailed list of expected participants and matrix of activities.
5. Participants to the training are enjoined to confirm their participation through this link: [bit.ly/NCRPreRegPMT2024](https://bit.ly/NCRPreRegPMT2024) on or before **September 6, 2024**. This will determine the final no. of participants and names in the certificates.
6. The ingress of participants shall be on **October 6, 2024**, with **dinner** as the first meal. The last day of the activity shall be on **October 11, 2024**, with **lunch** as the last meal.
7. All expenses relative to the conduct of this activity including board and lodging, and other incidental expenses shall be charged against downloaded funds from DepEd Central Office. However, travelling expenses of the participants to this event shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.



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Certificate No. PnP-QMS  
2020-0123



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8. For more information and other concerns, please contact the Policy, Planning and Research Division PPRD through email address: **pprd.ncr@deped.gov.ph**
  
9. Immediate dissemination of this Memorandum is desired.

  
**JOCELYN DR ANDAYA, CESO III**  
Director IV



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Enclosure 1

**List of Expected Participants**

**Training Participants.** Listed below are the expected participants from the Regional and Division Offices of Region 8 and DepEd NCR

<b>Position/Designation</b>	<b>No. of Participants</b>
<b>RO NCR &amp; R8</b>	
PPRD Chief	2
PPRD EPS	2
RO Planning Office III	3
QAD Chief	2
QAD EPS	2
<b>Sub-total</b>	<b>11</b>
SDO (NCR & R8)	
SEPS for Planning and Research	29
SDO Planning Officer III	29
SEPS for SMME	29
<b>Sub-total</b>	<b>87</b>
PMT with PPRD NCR Secretariat and TWG	<b>15</b>
<b>Total</b>	<b>113</b>



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Enclosure 2

**Capacity Building on Planning and Monitoring Technologies**

**Indicative Program Design**

Time	Topic/Activity	In-Charge
<b>Day 0: October 6, 2024 (Sunday)</b>		
2:00 PM	Arrival of Participants and Registration Check In	NCR PPRD Secretariat
<b>Day 1: October 7, 2024 (Monday)</b>		
8:45 – 9:45 AM	Opening Ceremonies <ul style="list-style-type: none"><li>- National Anthem</li><li>- Invocation</li><li>- Message</li><li>- Introduction of participants</li><li>-</li></ul>	NCR PPRD Secretariat  Dr. Jocelyn DR. Andaya, Director IV NCR PPRD Secretariat
9:45- 10:45 AM	Levelling-off and Expectation Setting: <ul style="list-style-type: none"><li>- Self-Assessment Results (10)</li><li>- Pre-Test Assessment (15)</li><li>- Menti Meter (10 min)</li><li>- Program and Objectives</li><li>-</li></ul>	Moderator Day 1: CO PMT
10:45 AM – 12:00 NN	Presentation: Context-Setting and Overview of the Strategic Planning Process	CO PMT
1:00 – 4:30 PM	Discussion: Organizing Data <ul style="list-style-type: none"><li>- Dashboarding (Understanding KPIs)</li><li>- Prioritization</li><li>- Segmentation</li><li>- Characterization</li></ul>	CO PMT
4:30- 5:45 PM	Discussion: In-Depth Situational Analysis <ul style="list-style-type: none"><li>- Stock-taking</li><li>- SWOT Analysis</li><li>- PESTLE</li></ul>	CO PMT
5:30 – 6:00 PM	Wrap Up and Instructions for Day 2	



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Time	Topic/Activity	In-Charge
<b>Day 2: October 8, 2024 (Tuesday)</b>		<b>Moderator 2: CO PMT</b>
8:00 – 8:20 AM	Management of Learning	NCR PPRD Secretariat
8:20 AM – 12:00 NN	Discussion and Workshop: Problem Analysis and Strategy Formulation <ul style="list-style-type: none"> <li>• Problem Tree               <ul style="list-style-type: none"> <li>○ Input</li> <li>○ Workshop</li> <li>○ Presentation of Outputs and Cliniquing</li> </ul> </li> </ul>	CO PMT
1:00 – 5:00 PM	<ul style="list-style-type: none"> <li>• Objective Tree &amp; Strategy               <ul style="list-style-type: none"> <li>○ Input</li> <li>○ Workshop (adjust problem tree, OT)</li> <li>○ Presentation of Outputs (revised PT and OT)</li> </ul> </li> </ul>	CO PMT
5:00 – 5:30 PM	Wrap Up and Instructions for Day 3	
<b>Day 3: October 9, 2024 (Wednesday)</b>		<b>Moderator 3: CO PMT</b>
8:00 – 8:20AM	Management of Learning	
8:20 AM – 12:00 NN	Cont. Workshop: Strategy Formulation <ul style="list-style-type: none"> <li>• Scope and Purpose (TOC)</li> <li>• Setting of Indicators</li> <li>• Lag and Lead Indicators</li> <li>• Workshop Proper</li> <li>• Presentation of Outputs</li> </ul>	CO PMT
1:00 – 4:00 PM	Discussion and Workshop: Forecasting and Targeting	CO PMT
4:00 – 5:00 PM	Discussion: Risk Management Plan	CO PMT
5:00 -5:30 PM	Wrap up and instruction for Day 4	
<b>Day 4: October 10, 2024 (Thursday)</b>		<b>Moderator 4: CO PMT</b>
8:00 – 8:20AM	Management of Learning	NCR PPRD Secretariat
8:20 – 11:00 AM	Discussion and Workshop: Preparation of Financial Plan	CO PMT
11:00 AM –12: 00NN	Discussion and Workshop: Plan Appraisal <ul style="list-style-type: none"> <li>• Outline of Strategic Plan</li> <li>• Plan Appraisal Tool</li> </ul>	CO PMT
1:00- 5:00 PM	Continuation of Appraisal Tool	CO PMT
5:00 – 5:30 PM	Wrap up and instructions for Day 5	



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Time	Topic/Activity	In-Charge
<b>Day 5: October 11, 2024 (Friday)</b>		<b>Moderator 5: CO PMT</b>
9:00 – 9:15 AM	Management of Learning	NCR PPRD Secretariat
9:15 – 10:30 AM	Discussion of BEMEF	CO PMT
10:30 – 11:15 AM	Discussion: Annual Review	CO PMT
11:15– 12: 00 NN	Synthesis and Next Steps	CO PMT
1:00 – 2:00 PM	Closing Program	NCR PPRD Secretariat and CO PMT