



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF BOHOL  
District of \_\_\_\_\_



\_\_\_\_\_ School

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# TRAINING & DEVELOPMENT PROGRAM DESIGN

**-Program Title-**

**-DATE-**

## ***Program Design***

### **I. General Program Information:**

Program Title :	<i>From SPPD</i>
Program Description:	<i>A brief description of the training program</i>
Prerequisite Programs:	<i>(identify any prerequisites or related programs which will follow)</i>
Duration:	<i>(outline the period of time which it will take to implement the training)</i>
Management Level of Program	<i>(e.g. school based/cluster based/division based/regional based)</i>
Delivery Mode:	<i>(e.g. formal face-to-face training, mentoring, coaching, LAC session, teaching demonstration)</i>
Target Personnel:	<i>( include the number of paxs e.g. 50 School Heads )</i>
Budget Requirements:	<i>(use the budget template provided to calculate the costs)</i>

**Rationale:** *(state the reason why the program is being provided)*

**Objectives:** *(in KSA form)*

**End of Program Outputs:***(tangible outputs i.e. improvised Science equipment)*

**Expected Final Outcomes/Success Indicators:** *(relate to the overall goal of improving work performance leading to improved learning outcomes)*

### **II. Program Content Focus**

**Content Matrix** (Plot the scope of program content based on the priority KSAs identified and their corresponding expected outputs)

Specific Objectives	Content	Suggested Activity	Duration	Expected Output
<b>Formal Face-to-Face (F3) Component</b>				
Knowledge:				
Skills:				
Attitudes:				
<b>Job-Embedded Learning (JEL) Component</b>				
Knowledge				
Skills				
Attitudes				

**Content Matrix:** (Outline how the program will be generally conducted day-to-day. Write activity titles)

**Materials:** *(identify what supplies, materials and equipment will be required to implement the program e.g. LCD, manila paper, markers etc )*

**Monitoring and Evaluation:** *(describe the M&E processes that are to be conducted as part of the program implementation and identify the specific M&E tools that should be developed)*

## BUDGET TEMPLATE FOR TRAINING AND DEVELOPMENT PROGRAMS

*(A separate electronic file in excel format is available)*

Activity : \_\_\_\_\_  
 Venue : \_\_\_\_\_  
 Date : \_\_\_\_\_

Level: Region   
 Division   
 Cluster   
 School

Please fill or shade  the corresponding mode of Professional Development Delivery

- |  |  |
|--|--|
| <input type="checkbox"/> Mentoring Programs                  | <input type="checkbox"/> Coaching Programs             |
| <input type="checkbox"/> Professional Learning Teams         | <input type="checkbox"/> Peer Observation Programs     |
| <input type="checkbox"/> Workshop                            | <input type="checkbox"/> Accredited Courses            |
| <input type="checkbox"/> Structured Professional Reading     | <input type="checkbox"/> Personal Professional Reading |
| <input type="checkbox"/> Practicum/School Visit Programs     | <input type="checkbox"/> On-line Learning Programs     |
| <input type="checkbox"/> External Consultant/Critical Friend | <input type="checkbox"/> Others: Please specify _____  |

ITEM OF EXPENDITURE	# REQUIRED (e.g. # of pax / units / sets / hr)	Cost per Unit/Hour	Total # of days	Amount
<b>A. Pre Implementation</b>				
Designing / Materials Development				
Honorarium				
Materials				
<b><u>Travelling Expenses</u></b>				
Fares: Air				
Land				
Sea				
<b><u>Sub-total Pre Implementation</u></b>				
<b>B. Implementation</b>				
<b><u>Live-IN:</u></b>				
Accommodation & Food				
<b><u>Live-OUT:</u></b>				
Food				
Training materials				
Equipment Rental (Specify)				
Streamer/ Banner				

Reproduction Cost				
<b><u>Allowance</u></b>				
Per Diems				
Honoraria				

<b><u>Travelling Expenses</u></b>				
Fares: Air				
Land				
Sea				
Vehicle Rental				
Terminal Fees				
Toll Fees				
Fuel				
<b><u>Sub-total Implementation</u></b>	-			
<b><u>Total A &amp; B</u></b>				
Contingency		10%		
<b><u>GRAND TOTAL</u></b>	-			

Prepared by:

Prepared by:

Prepared by:

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVAL SHEET**

**This Program Design has been prepared by the following on o, 2011**

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Reviewed By:

**CASIANA CABERTE/DEBRA SABUERO**  
**HERMENILDA GRACIO/ELIZABETH CASTOLO**

T&D Unit

Date:

**Recommending Approval:**

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**PSDS/Coordinating Principal**

Date:

**Certifying the Availability of Funds:**

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**Accountant/Disbursing Officer**

Date:

**APPROVED:**

**WILFREDA D. BONGALOS, Ph. D.**

OIC-Schools Division Superintendent

Date: