



Republic of the Philippines
 Department of Education
REGION VI- WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

OCT 29 2024

DIVISION MEMORANDUM

No. 695, s. 2024

FULL ADAPTATION OF PROFESSIONAL DEVELOPMENT PROGRAM TEMPLATES FOR SCHOOLS AND LEARNING CENTERS

To: Division Chiefs of CID and SGOD
 EPS of CID and SGOD
 Public Schools District Supervisors
 All School Heads of Public and Private Elementary and Junior High Schools
 All Concerned Personnel

1. This office through the Schools Governance and Operations Division- Human Resource Development Section convey to the field of the **Full Adaptation of Professional Development Program Templates for Schools and Learning Centers** to attain smooth flow of proposing, funding, and reporting of professional development (PD) programs.
2. This memorandum presents a set of standardized templates. These templates, which comprise of the School Plan for Professional Development (SPPD), the Learning and Development Proposal and Budget, Activity/Budget Proposals and the Program Completion Report, and are intended to promote consistency, in managing of our professional development programs.
3. Please take note of the following guidelines:

School Plan for Professional Development (SPPD) /HRD Plan	Data is based on the result of the ESAT of the teachers
Learning and Development Proposal and Budget	Used for Professional Development Activity/Training
Activity/Budget Proposals	Used for activity not related to Professional Development
Program Completion Report	Must be submitted 2 weeks after the conduct of L&D and Activity/Budget Proposal

4. These templates can be downloaded through this link <https://tinyurl.com/5n7de4b9>.
5. It is understood that in the conduct of this activity there shall be no discrimination in the provision of such celebration on account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
6. Immediate and wide dissemination of this Memorandum is desired.

M. Sabbaluca
MARSETTE D. SABBALUCA, CESO VI
 Schools Division Superintendent



Enclosure :
 Reference :
 Allotment : N/A
 No. of Pages :
 To be indicate in the **Perpetual Index** under the following subjects:
L&D

FN: HRD_NLG/SGOD

