MEMORANDUM

TO: OIC-Assistant Schools Division Superintendent
    OIC-Chief Curriculum Implementation Division
    OIC-Chief Schools Governance Operations and Division
    Public Schools District Supervisors
    Elementary and Secondary School Heads
    All Others Concerned

FROM: DR. ROMMEL C. BAUTISTA, CESO V
      Schools Division Superintendent

SUBJECT: Submission of Post-Program/Training Narrative and Evaluation Report

DATE: June 5, 2018

In order to continue providing quality service towards the attainment of teacher professional development, the Human Resource Development (HRD) Section of this office requests all schools to submit their respective 2018 In-service Post-Program/Training Narrative and Evaluation Report on or before June 8, 2018, Attention: Gayle J. Malibiran, EPS II-HRD.

Kindly use the template as indicated on Division Memorandum No. 92, s. 2016. Include only the salient points.

Immediate dissemination of this memorandum is desired.
**TEMPLATE FOR THE HRD POST-PROGRAM/TRAINING NARRATIVE AND EVALUATION REPORT**

**Title:**

**Rationale:**

(Include the training needs-assessment and legal basis. 1-2 paragraphs only)

**Objectives:**

1. 
2. 
3. 

**Expected Outcomes/Outputs from the Training:** (Specify)

1. 
2. 
3. 

**Participants:**

Male: _____  Female: _____  Total: _____

**Inclusive Dates:**

**Venue:**

**Qualitative Analysis of Training Sessions**

<table>
<thead>
<tr>
<th>Components of the Training/Program</th>
<th>Strong Points</th>
<th>Areas for Improvement</th>
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</thead>
<tbody>
<tr>
<td>Content/Topic</td>
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<tr>
<td>Speakers/Resource Persons</td>
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<td>Training Committee/Facilitators</td>
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<td>Facility/Logistics/Accommodation</td>
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<td>Monitoring and Evaluation</td>
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<tr>
<td>Others</td>
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**Issues Raised on the Given Training/Program Standards**

(Content/Topic, Speakers/Resource Persons, Training Management Committee/Facilitators, Facility/Logistics/Accommodation, Monitoring and Evaluation, Others)

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<tr>
<th>Actions Taken</th>
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**Comments and Suggestions**

**Insights Gained**

**PICTORIAL REPORT** (Include captions)