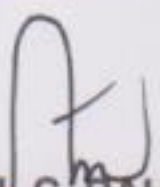




MEMORANDUM

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.



Republic of the Philippines
 Department of Education
 Region IV-A CALABARZON
 DIVISION OF ANTIPOLO CITY



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

Components of the Training/Program	Strong Points	Areas for Improvement
Content/Topic		
Speakers/Resource Persons		
Training Committee/Facilitators		
Facility/Logistics/ Accommodation		
Monitoring and Evaluation		
Others		

Issues Raised on the Given Training/Program Standards (Content/Topic, Speakers/Resource Persons, Training Management Committee/Facilitators, Facility/Logistics/Accommodation, Monitoring and Evaluation, Others)	Actions Taken
Comments and Suggestions	
Insights Gained	

PICTORIAL REPORT (Include captions)