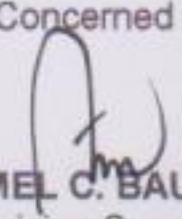




CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

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

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

SUBJECT : **SUBMISSION OF COMPLETION REPORT ON THE DIVISION CAPABILITY BUILDING OF TEACHERS THROUGH INSET**

DATE : October 30, 2018

Relative to the recently conducted **Division Capability Building of Teachers through INSET**, schools who were given CPD accredited units for this program are requested to submit the following as part of the Completion Report to be submitted to the Philippine Regulation Commission (PRC):

1. Post-Program Narrative and Evaluation Report
2. Copy of the Actual Attendance (indicating time-in and time-out with signature)
3. List of Participants and their PRC License Number
4. List of Lecturers, Resource Speaker, Facilitator and their PRC License Number
5. Summary of Evaluation of Speakers in Tabular Form
6. Actual Program of Activities

The said report should be submitted on or before **November 9, 2018** in soft copies. Kindly open and save the file on the link: <http://deped.in/CapBINSET2018>.

Likewise, other schools who conducted their In-Service Training should also submit their Post-Program Narrative and Evaluation Report on the date indicated above.

For the information, guidance and compliance of all concerned.



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

Code:
 DF06-03HRD-18

Date:
 August 31, 2018

Version No:
 1.0

Office/Unit:
 Human Resource
 Development

Revision No:
 00

Subject:

POST-PROGRAM/TRAINING NARRATIVE AND EVALUATION REPORT

Attachment to Memorandum No. 536 s. 2018

Title:

Rationale:

Objectives:

Expected Outcomes/Outputs from the Training: (Specify)

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 | | |

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

| | |
|------------------------|---|
| Code: DF06-03HRD-18 | Date: August 31, 2018 |
| Version No: 1.0 | Office/Unit: Human Resource Development |
| Revision No: 00 | |

Subject:

POST-PROGRAM/TRAINING NARRATIVE AND EVALUATION REPORT

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

PICTORIAL REPORT

Prepared by:

Name and Designation

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