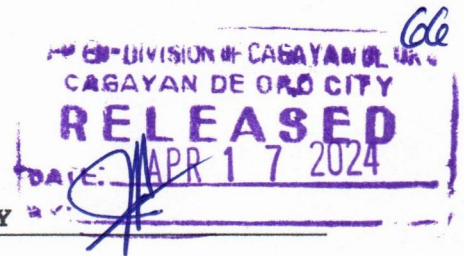




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

15 April 2024

**CLUSTERED TRAINING ON PLANNING AND MONITORING TECHNOLOGIES**

MEMORANDUM

TO: ELEANOR CONSEJO H. ROLLAN  
SEPS, M & E

JOEL D. POTANE  
SEPS, RESEARCH

RODEL S. MEGOLLAS  
Planning Officer

1. Relative to the MEMORANDUM OUA-OUT, the field is hereby informed about the conduct of the Clustered Training on Planning and Monitoring Technologies.
2. The activity aims to
  - a. Capacitate participants with the planning and monitoring technologies and enable equitable and effective resource programming and allocation.
  - b. Capacitate participants on monitoring technologies to enable efficient progress monitoring, identification of bottlenecks, and action planning.
  - c. Provide an overview of the Education Future's Thinking and enable participants to view it through the strategic lens.

Moreover, this five (5)-day shall cover topics and discussions on the latest planning tools and methodologies to wit:

- a. Situation and Problem Analysis
- b. Forecasting and Targeting
- c. Key Shifts and Change Strategies
- d. Scenario Building
- e. Education Futures Thinking
- f. Developing a Results Framework
- g. Feedback Loop in Monitoring
- h. Monitoring, Evaluation, and Adjustment



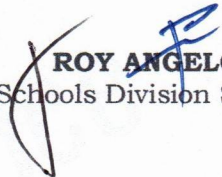
**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
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**Email Address:** cagayandeoro.city@deped.gov.ph



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**DIVISION OF CAGAYAN DE ORO CITY**

**Office of the Schools Division Superintendent**

3. Please see the attached communication for further information and guidance.
4. The venue will be announced through a separate memorandum.
5. The travel, meals and accommodation, and incidental expenses of the participant shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
7. Immediate compliance with this Memorandum is desired.

  
**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: As indicated

Reference: DM-OUHROD-2024-0540

To be indicated in the Perpetual Index

under the following subjects:

Training Planning & Monitoring Technologies

RSM/ clustered training on planning and monitoring technologies  
April 15, 2024



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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-

**MEMORANDUM**

FOR : **Regional Directors**  
**Assistant Regional Directors**  
**Schools Division Superintendents**  
**Assistant Schools Division Superintendents**  
**Chiefs of the Policy Planning and Research Division (PPRD),**  
**Quality Assurance Division (QAD), and School Governance and**  
**Operations Division (SGOD)**

FROM : **NOLASCO A. MEMPIN**  
Undersecretary for Administration

SUBJECT : **Clustered Training on Planning and Monitoring Technologies**

DATE : 14 March 2024

As part of the efforts to ensure that all education plans are aligned with the Department's objectives and priorities, the Planning Service – Planning and Programming Division (PS-PPD) will conduct a **series of capacity-building activities on Planning and Monitoring Technology.**

The capacity building program was launched in 2019, with the aim of developing the skills of the field office staff to create context-specific, evidence-based, demand-driven, and feasible education development and operation plans. The training covered situational analysis, data organization, problem analysis, and stock-taking. However, due to a lack of follow-up training and frequent personnel movement, there are gaps in knowledge. To address this, a comprehensive training program will be conducted to equip planning teams with the skills to effectively use planning and monitoring tools and technologies.

Specifically, the training activity aims to:

1. Capacitate participants with the planning and monitoring technologies and enable equitable and effective resource programming and allocation.



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2. Capacitate participants on monitoring technologies to enable efficient progress monitoring, identification of bottlenecks, and action planning.
3. Provide an overview of the Education Future's Thinking and enable participants to view through the strategic lens.

Moreover, this five (5)-day training shall cover topics and discussions on the latest planning tools and methodologies to wit:

- a. Situation and Problem Analysis
- b. Forecasting and Targeting
- c. Key Shifts and Change Strategies
- d. Scenario Building
- e. Education Futures Thinking
- f. Developing a Results Framework
- g. Feedback Loop in Monitoring
- h. Monitoring, Evaluation, and Adjustment

*(Please see attached indicative program design for reference)*

Identified participants are primarily those who are directly involved in the planning and monitoring processes as follows:

**1. Regional Offices:**

*Policy, Planning, and Research Division (PPRD)*

- a. Chief Education Supervisor
- b. Education Program Supervisor (EPS)
- c. Planning Officer (PO)

*Quality Assurance Division (QAD)*

- a. Chief
- b. Senior Education Program Specialist for Monitoring and Evaluation (SEPS for M&E)

**2. Schools Division Offices**

*School Governance & Operation Division*

- a. SEPS for Planning and Research
- b. Planning Officer
- a. SEPS for School Management Monitoring and Evaluation

Regions shall be grouped into clusters, and each cluster shall have a designated Regional Office to host the training activity. The training activity will be funded through the provision of Program Support Funds (PSF) to be downloaded to the identified host regions through issuance of a *Sub-Allotment Release Order (Sub-ARO)*. Regional Offices may opt to express interest in hosting the training activity through a formal letter of request.

Further details on the administrative, and other arrangements shall be communicated in a separate issuance.



For any questions or if you need further clarifications, please get in touch with **Mr. Deryll S. Santos** or **Mr. Marc Adrian F. Gianan** from the Planning Service – Planning and Programming Division. You may reach them via email at [ps.ppd@deped.gov.ph](mailto:ps.ppd@deped.gov.ph) and kindly copy [marc.gianan@deped.gov.ph](mailto:marc.gianan@deped.gov.ph) and [deryll.santos@deped.gov.ph](mailto:deryll.santos@deped.gov.ph). Alternatively, you may also contact them through telephone number (02) 8633-7216.

Thank you.

**Capacity Building on Planning and Monitoring Technologies  
Indicative Program Design**

Day	Topic	Objectives
Day 1: AM	Arrival and Registration	
Day 1: PM	Preliminaries	Present and level-off on the concepts of strategic planning, types, and cycle
	Input: Strategic Planning: Concepts, Process, Types of Plans, Strategic Planning Cycle	
	Input: Education Futures	Present the concept of education futures as guide in developing a quality development plans
	Input: Situational Analysis - Results Framework: Data collection and organization - Dashboard and KPIs - Segmentation and Characterization - Review of Past Performance - PESTLE - SWOT	Establish the current context and performance; Identify problematic performance indicators; Pinpoint and locate problem areas (programs, target groups, key stages) that need to be addressed
	Workshop and Presentation	
Day 2: AM	Input: Prioritization based on causality: Problem Analysis and Solutions Identification	Identify root problems causing underperformance and formulate solutions
	Workshop and Presentation	
Day 2: PM	Input: Setting the Targets Using of Different Lenses	Present different lenses that are useful in analysis of the context and in setting the targets;
	Input: Key Shifts and Change Strategies	Formulate change strategies based on the environment analysis that would address priority problem areas
	Workshop and Presentation	
Day 3: AM	Input: Scenario Building	Present how the financial requirement of the plan is prepared based on current parameters
Day 3: PM	Input: Writing of Development Plan	Explain the standard outline in preparing a development plan
	Input: Plan Appraisal	Introduce how plans will be appraised
Day 4: AM	Input: Monitoring, Evaluation, Adjustment and Learning Plan	Present how to prepare monitoring, evaluation, adjustment, and learning (MEAL) plan
	Workshop and Presentation	
	Synthesis and Closing Activities	
<i>End of Training</i>		