



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

**20 April 2021**

Division MEMORANDUM

No. 189-A, s. 2021

To : Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
Education Program Supervisors and Coordinators  
Public Schools District Supervisors/District-in-charge  
Heads of Functional Division  
All School Heads and Teachers  
This Division

**TRAINING PLAN FOR 2021**

1. The Schools Division of Surigao del Sur continues its thrust of providing quality education despite the adversities caused by the COVID-19 pandemic, through its priority strategic and problem-based activities.
2. The **Training Plan** provides professional development for the personnel of this division. The process is aimed at improving competencies and work performance through the provision of a wide variety of opportunities for individual growth in knowledge, attitudes, and skills. It is a personal and professional growth process, which necessarily integrates the goals of the individual professional with the development goals of the school, division, and region for better learner outcomes. The ultimate beneficiaries of Training and Development are the learners whose rights to quality education shall be the system's foremost consideration.
3. In this light, the division hereby informs the field of the enclosed schedule for more effective implementation of the program owners as well as proper guidance and synchronization of the activities in the districts and schools.
4. As per Division Memorandum No. 186, s. 2021, **ALL Program Owners** must ensure that they submit design proposals at least 45 days before the actual implementation based on the timeline and using the templates that can be accessed here: <https://tinyurl.com/TAforLnDCPD>
5. For strict compliance. Immediate and widest dissemination this Memorandum is desired.

**JOSITA B. CARMEN, CESO V**  
Schools Division Superintendent



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ISO Cert. No. AW/PH909100102



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Encl.: as stated

References: as stated

To be indicated in the Perpetual Index  
under the following subjects:

**TRAINING PLAN**

**PROFESSIONAL DEVELOPMENT**

**L&D**

EGM/DM- TRAINING PLAN FOR 2021 149-A /April 20, 2021



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2021 ADJUSTED INSERVICE TRAINING (INSET) CALENDAR OF ACTIVITIES

TITLE OF THE PROGRAM /ACTIVITY	FOCAL PERSONS	TARGET GROUP	BUDGETARY REQUIREMENTS	INDICATIVE DATE OF IMPLEMENTATION	EXPECTED OUTPUTS/OUTCOMES
<b>A. CURRICULUM IMPLEMENTATION DIVISION (CID)</b>					
1 Three Day Division Kindergarten Training for newly hired Kindergarten teachers on how to administer ECCD Checklist, Developing Oral language with ICT Integration and Instructional Material preparation.	Marilyn Quinto	Teachers	90,000.00	January 2021	Learning Resource Package
2 District Training on Content and Pedagogy of the K to 12 Basic Education Program in the New Normal	Analiza Guevarra -Barobo II	Teachers	20,000.00	January 2021	Lesson Plans
4 Training of Division Illustrators and Layout Artists and LR Packaging of PPE Exemplars	Byran Atreo	Teachers	135,650.00	February 2021	At least one in each learning area
5 Seminar-workshop on Utilization Appropriate Teaching and Learning Resources	Brenda Adlawan -Barobo III	Teachers	20,000.00	February 2021	Lesson Plans
6 InSet on the Use of Technology in online classes.	Lorna Almada -Cantilan II	Teachers	20,100.00	February 2021	Lesson Plans
7 2-Day inset on how to give/ provide QA to LAS and other SLDs	Jurissa Orquita -Hin, South	Teachers	20,000.00	February 2021	Action Research
8 Capacity Building on Theme- Based Assessment and Authentic Performance	Ariene Sumabat -Lanuza	Teachers	20,000.00	February 2021	Learning Activity Sheets
9 Training Workshop on the Conduct of Project REA (Read at Home Project) for Lianga II District Reading Teachers	Mercio G. Loren -Lianga II	Teachers	20,000.00	February 2021	Assessment Packets
10 Training/Workshop on Creating E-Learning Videos for Kindergarten Teachers of Madrid I District	Sol U. Buntel -Madrid I	Teachers	20,000.00	February 2021	Implemented Reading Program
11 Pandisifitong Pagsasama sa Pagtutulong Panliterasi para sa mga Gurong Key Stage 1	Norben Moldez- San Miguel I	Teachers	20,000.00	February 2021	E-learning Videos
12 Training Workshop on ICT for School Administrators	Wilma Preamon -Tagbina I	Teachers	20,000.00	February 2021	Increased SBM Level
13 District Seminar-Workshop on Action Research and Campus Journalism	Myrna S. Lauron -Tagbina II	Teachers	20,000.00	February 2021	Lesson Plans
14 Capacity Building for Key Stage 2 - 3 Teachers in Literacy Instruction	Loveleah Albarillo -Tago II	School Heads	20,000.00	February 2021	Lesson Plans
15 Capacity Building for Key Stage 2 - 3 Teachers in Literacy Instruction	Camela Lerio	Teachers	135,000.00	Feb -March 2021	Learning Resource Package
17 Training Workshop on teaching and learning process	Aileen Abunda -Bayabas	Teachers	20,000.00	March 2021	Lesson Plans
18 Upskilling on Integrative Assessment	Jeanette Quinto -Cantilan I	Teachers	20,000.00	March 2021	Lesson Plans
19 Capacity Building on the Components of Schools-Based Management (SBM) for School Heads and School SBM Coordinators of San Miguel II District	Lily Ann Mendo - San Miguel II	School Heads	20,000.00	March 2021	Increased Spiritual Level
20 Training Workshop on Translating Competencies into SMART Objectives	Cynthia Acevedo -Tago I	Teachers	20,000.00	March 2021	Lesson Plans
21 Capacity Building on Reading and Comprehension Skills and Strategies	Myrna E. Mozo -Barobo I	Teachers	20,000.00	March 2021	Lesson Plans
22 INSET on the Use of Technology in the Management of Operations	Jay Dalman - Tagbina III	Teachers	20,000.00	March 2021	Action Research
23 Workshop on Local History Writing	Analiza Doloncon	Teachers	120,695.00	April 2021	Lesson Plans
24 Online Workshop on the preparation of Individual Educational Plan (IEP)	Analiza Doloncon	Teachers	15,000.00	April 2021	Learning Resource Package
25 Virtual Cross Specialization Training of Grades 4, 5 and 6 Science Teachers	Echra Trinidad	Teachers	112,800.00	April 2021	Lesson Plans
26 Spiritual Enhancement and Professional Development Training of Madrid II District Personnel	Rosalinda Urtizondo -Madrid II	School Heads and Teachers	20,000.00	April 2021	Lesson Plans
27 Training Workshop on Action Research for School Heads and School Research Coordinators	Germalynda Montenegro - Cortes II	School Heads	20,000.00	April-May 2021	Action Research
28 Training Workshop on Action Research for School Heads and School Research Coordinators	Felisa Batistil -Hinatuan North	School Heads	20,000.00	April-May 2021	Action Research
29 CID Program Implementation Review in the Light of BE-LCP	Celsa A. Casa	Supervisors	221,639.00	April, June, Nov 2021	Implementation Plan



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1 Three Day Division Kindergarten Training for newly hired Kindergarten teachers on how to administer ECCD Checklist, Developing Oral language with ICT Integration and Instructional Material preparation.	Marilyn Quinto	Teachers	90,000.00	January 2021	Learning Resource Package
2 District Training on Content and Pedagogy of the K to 12 Basic Education Program in the New Normal	Analiza Guevarra-Barobo II	Teachers	20,000.00	January 2021	Lesson Plans
4 Training of Division Illustrators and Layout Artists and LR Packaging of PPE Exemplars	Byran Atreo	Teachers	135,650.00	February 2021	area
5 Seminar-workshop on Utilization Appropriate Teaching and Learning Resources	Brenda Adlawan-Barobo III	Teachers	20,000.00	February 2021	Lesson Plans
6 InSet on the Use of Technology in online classes.	Lorna Almeida-Cantilan II	Teachers	20,100.00	February 2021	Lesson Plans
7 2-Day Inset on how to give/ provide QA to LAS and other SLD's	Jurissa Orquilla-Hin South	Teachers	20,000.00	February 2021	Action Research
8 Capacity Building on Theme- Based Assessment and Authentic Performance	Ariene Surmabat-Lanuza	Teachers	20,000.00	February 2021	Learning Activity Sheets
9 Training Workshop on the Conduct of Project REA (Read at Home Project) for Lianga II District Reading Teachers	Merco G. Loren-Lianga II	Teachers	20,000.00	February 2021	Assessment Packets
10 Training/Workshop on Creating E-Learning Videos for Kindergarten Teachers of Madrid I District	Sol U. Buniel-Madrid I	Teachers	20,000.00	February 2021	Implemented Reading Program
11 Panditirong Pagasany sa Pagtuturing Panliterasi para sa mga Gurong Key Stage 1	Norben Moltéz- San Miguel I	Teachers	20,000.00	February 2021	E-learning Videos
12 Training Workshop on ICT for School Administrators	Wilma Premarion-Tagbina I	Teachers	20,000.00	February 2021	Increased SBM Level
13 District Seminar-Workshop on Action Research and Campus Journalism	Myrna S. Lauron-Tagbina II	Teachers	20,000.00	February 2021	Lesson Plans
14 Capacity Building for School Heads, master teachers and school research coordinators on Designing classroom Action Research	Loveleah Albarillo-Tago II	School Heads	20,000.00	February 2021	Lesson Plans
15 Capability Building for Key Stage 2 - 3 Teachers in Literacy Instruction	Camela Leno	Teachers	135,000.00	Feb-March 2021	Learning Resource Package
16 Training Workshop on teaching and learning process	Aileen Abunda-Bayabas	Teachers	20,000.00	March 2021	Lesson Plans
17 Upskilling on Integrative Assessment	Jeanette Quinto-Cantilan I	Teachers	20,000.00	March 2021	Lesson Plans
18 Capacity Building on the Components of Schools-Based Management (SBM) for School Heads and School SBM Coordinators of San Miguel II District	Lily Ann Mendero - San Miguel II	School Heads	20,000.00	March 2021	Increased Spiritual Level
20 Training Workshop on Translating Competencies into SMART Objectives	Cynthia Acevedo-Tago I	Teachers	20,000.00	March 2021	Lesson Plans
21 Capacity Building on Reading and Comprehension Skills and Strategies	Myrna E. Mozo-Barobo I	Teachers	20,000.00	March 2021	Lesson Plans
22 INSET on the Use of Technology in the Management of Operations	Jay Dalman-Tagbina III	Teachers	20,000.00	March 2021	Action Research
23 Workshop on Local History Writing	Analiza Doloricon	Teachers	120,695.00	April 2021	Lesson Plans
24 Online Workshop on the preparation of Individual Educational Plan (IEP)	Analiza Doloricon	Teachers	15,000.00	April 2021	Learning Resource Package
25 Virtual Cross Specialization Training of Grades 4,5 and 6 Science Teachers	Edha Trinidad	Teachers	112,800.00	April 2021	Lesson Plans
26 Spiritual Enhancement and Professional Development Training of Madrid II District Personnel	Rosalinda Urbizondob-Madrid II	School Heads and Teachers	20,000.00	April 2021	Lesson Plans
27 Training Workshop on Action Research for School Heads and School Research Coordinators	Gemma Myndia Montenegro-Cortes II	School Heads	20,000.00	April-May 2021	Action Research
28 Training Workshop on Action Research for School Heads and School Research Coordinators	Feilisa Batisil-Hinatuan North	School Heads	20,000.00	April-May 2021	Action Research
29 CID Program Implementation Review in the Light of BE-LCP	Celsa A. Cassa	Supervisors	221,639.00	April, June, Nov 2021	Implementation Plan
30 Training for Multigrade Teachers	Ehtie Barceña	Teachers	50,000.00	May 2021	Lesson Plans





31	Training Workshop on Television Based Mathematics Lessons	Euann Puerto	Teachers	234,000.00	May 2021	TV-based Lessons
32	Division Training-Workshop on the Unpacking of EPP/TLE Competencies (MELCs/CG)	Encarnacion Padua	Teachers	151,757.00	May 2021	Learning Resource Package
33	Division Training of Trainers of G2 & G8 Teachers on SPED Inclusive Education	Analiza Doloricon	Teachers	135,690.00	May 2021	Lesson Plans
34	Division Orientation cum Training Workshop on GMRC LR Digitization	Meganila Guillen	Teachers	135,692.00	May 2021	Lesson Plans
35	Pagsasanay sa Pagluluro ng Panliterasi Para sa Mga Gurong Key Stage 1-Filipino	Carl Correos	Teachers	65,692.00	May-June 2021	Lesson Plans
36	Upskilling of TVL Teachers	Elnie Barceña	Teachers	82,500.00	June 2021	Lesson Plans
37	Division MAPEH Training Workshop on Philippine Folk Dancing, Arts, Musical Rondalla skills & Health Protection & Safety Learning Activities	Antonio Salazar	Teachers	118,935.00	June 2021	Individual Educational Plan
38	Division DCP Orientation cum Training Workshop on Digital Citizenship and Responsibility Integration for EPP/TLE Teachers	Encarnacion Padua	Teachers	82,250.00	July 2021	Implemented School CI Projects
39	Pagsasanay sa mga Grong Filipino sa Pagluluro ng Panitikang Filipino	Carl Correos	Teachers	20,000.00	July 2021	Learning Resource Package
40	Division Workshop on the unpacking of MAPEH Competencies (MELCs)	Antonio Salazar	Teachers		October 2020	Lesson Plans
41	Conduct Training Workshop on Action Research for School Heads and School Research Coordinators	Lucena Estrada-Cortes I	Teachers		December 2021	Lesson Plans
<b>SUBTOTAL</b>						
<b>2,307,400.00</b>						

**B. SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)**

1	Revisiting of DEDP/Program Implementation Review	Liza Guinguing	Program Owners and Section Heads	15,000.00	February 2021	Revised DEDP
2	Re-Orientation on the Use of the Learning and Development Information System (LDIS) and Continuing Professional Development (CPD) Credit Units Application	Mary Luz B. Advincula-Niere	Chiefs, EPSs/Division Coordinators, SEPS, EPS-II, PSDSs/DICs	44,900.00	March 2021	Trained Program Owners
3	Seminar-Workshop on Quantitative and Qualitative Research	Liza Guinguing	Teachers	185,000.00	April 2021	Action Research
5	Division Roll-out on the PPSH and PPSS	Mary Luz B. Advincula-Niere	3 School Heads & 1 PSDS/PSDS/DIC per District, SGOD & 3 School Heads & 1 PSDS/PSDS/DIC per District, SGOD &	262,800.00	May 2021	Trained School Leaders for cascading PPSH and PPSS
6	Training of Trainers on Teacher Induction Program	Mary Luz B. Advincula-Niere	3 School Heads & 1 PSDS/PSDS/DIC per District, SGOD &	94,800.00	June 2021	Trained School Leaders for facilitating the TIP to their teachers
7	Training of Teacher Induction Program Evaluators	Mary Luz B. Advincula-Niere	Newly Hired Teachers	38,600.00	June 2021	Newly hired teachers inducted
8	On-boarding of Newly Hired Non-Teaching Personnel	Mary Luz B. Advincula-Niere	Newly hired non-teaching personnel	81,300.00	June 2021	Newly hired non-teaching personnel on-boarded
9	Division Workshop on Profiling of Private Schools Offering Kindergarten, Elementary, and Junior and Senior High Schools in the New Normal	Voltaire Asido	Teachers	20,000.00	July 2021	Profiling Tools
10	Training-Workshop on GAD Planning, Budgeting, and Auditing for School Leaders	Mary Luz B. Advincula-Niere	Chiefs, EPSs, SEPS, EPS-II, Section Heads	68,950.00	September 2021	District-based GAD Plan
11	Reorientation on Resource Mobilization for District Partnership Focal Persons cum Recognition of Partners	Alex Mistula	District Partnership Focal Persons	100,000.00	October 2021	Partnership and Linkaging Skills upgraded
12	Leadership Enhancement Workshop for Student Government Teacher-Advisers cum GAWAD SIKLAB 2021 (Search for Outstanding Student Government Teacher-Advisers and Organizations)	Glee Cris Urbizondo, Von Jason Casa	Student Government Teacher-Advisers	100,000.00	December 2021	Leadership skills upgraded
<b>SUBTOTAL</b>						
<b>1,011,350.00</b>						

**C. OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (OSDS)**

	Launching of the National Women's Month Celebration cum Orientation on Gender Responsive Basic Education Policy	Mary Luz B. Advincula-Niere	Division-Wide	129,200.00	March 2021	NWMC Advocacy
	Training-Workshop on HGDD for Division Program Owners & Section Heads	Mary Luz B. Advincula-Niere	Chiefs, EPSs, SEPS, EPS-Administrative Officers	39,350.00	March 2021	HGDD Rating of Programs
	Quarterly Financial Reconciliation Workshop	Bethany J. Evilla	Teacher-Applicants	100,000.00	March, June, September, April 2021	Financial Statements
	Orientation of Teacher I Applicants	Jasmin R. Lacuna	Teacher-Applicants	50,000.00	April 2021	Teacher-Applicants Oriented





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Orientation of Applicants for Promotion	Jasmin R. Lacuna	Teacher-Applicants	50,000.00	June 2021	Teachers-Applicants Oriented
Webinar on School Tilling for School Heads	Atty. Joseph Eric Lumactud	School Heads	100,000.00	June 2021	School titles
Training-Workshop on GMEF for School Leaders (Batch 1 & 2)	Mary Luz B. Advincula-Niere	Chiefs, EPSs, SEPS, EPS	68,950.00	August 2021	GMEF Rating
Training-Workshop on GMEF for Division Program Owners & Section Heads	Mary Luz B. Advincula-Niere	Chiefs, EPSs, SEPS, EPS	37,850.00	August 2021	GMEF Rating
Training-Workshop on GAD Planning, Budgeting, and Auditing for Division Program Owners & Section Heads	Mary Luz B. Advincula-Niere	Chiefs, EPSs, SEPS, EPS	37,850.00	September 2021	GAD Plan
Frontline Service Training	Shirlene E. Crabajales	Division Personnel	50,000.00	September 2021	Improved Frontline Services
Capacity-Building for District Property Custodians	Dante E. Grumo	District Property Custodian	30,000.00	September 2021	Improved Property Custodianship
Culmination of National Women's Month Celebration	Mary Luz B. Advincula-Niere	Division-Wide	32,200.00	March 2021	NWMC Advocacy
Empowering Administrative Support Personnel	Shirlene E. Crabajales	Administrative Officers	100,000.00	October 2021	Improved Administrative Support
Launching of the 18-Day Campaign to End VAW	Mary Luz B. Advincula-Niere	Division-Wide	196,700.00	November 2021	Anti-VAWC Advocacy
Culmination of the 18-Day Campaign to End VAW	Mary Luz B. Advincula-Niere	Division-Wide	99,050.00	December 2021	Anti-VAWC Advocacy
Personal Financial Management for Non-Teaching Personnel	Elvira S. Urbizondo	Division Non-Teaching Personnel	120,000.00	December 2021	Enhanced Financial Literacy
Moral Recovery Program and Spiritual Enhancement	Shirlene E. Crabajales	Division Personnel	100,000.00	December 2021	Enhanced Spiritual Stability
<b>SUBTOTAL</b>					<b>1,400,000.00</b>

Prepared by:  
  
**MARY LUZ B. ADVINCULA-NIERE**  
 Senior Education Program Specialist

Reviewed by:  
  
**ELYRA S. URBIZONDO, PhD**  
 SGOD Chief Education Program Supervisor

Approved by:  
  
**JOSITA B. CARMEN, CESO V**  
 Schools Division Superintendent



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