



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools  
Division Superintendent**

29 June 2021

DIVISION MEMORANDUM  
No. 245, s. 2021

**TEMPLATE AND PROCESS FLOW FOR THE  
APPROVAL OF ACTIVITY DESIGN FOR DIVISION  
AND SCHOOL ACTIVITIES**

To: **Assistant Schools Division Superintendent**  
**Division Chiefs (CID and SGOD)**  
**Education Program Supervisors**  
**Senior Education Program Specialist**  
**Education Program Specialist**  
**Planning Officer**  
**Accountant Officer**  
**Budget Officer**  
**Section Heads**  
**All Public Elementary and Junior HS/Senior HS School Heads**  
**All Others Concerned**  
*This Division*

1. RATIONALE

Pursuant to Republic Act 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, this Office designed template and process flow to help visualize required steps especially in the approval of Activity Design. Every step consists of actions, the roles, inputs, and outputs for every course of action. This is in consonance with the implemented tracking system in the Division.

2. PURPOSE

- 2.1 Minimize overlapping of activities through the calendarization and prioritization of proposed activities;
- 2.2 Ensure the alignment of all activities to be conducted to the targets and Strategic Objectives in the Division Education Development Plan (DEDP);
- 2.3 Track the activities in the Program Management Information System (PMIS);
- 2.4 Ensure all activities to be conducted should have the approval from the Office of the Schools Division Superintendent and passed through the procurement process before they are conducted; and
- 2.5 Ensure the interfacing of offices in the implementation of PAPs in the Division.





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3. DEFINITION OF TERMS

- 3.1 **Activity Design-** proposed design for an activity to be conducted such as but not limited to training, writeshop/workshop, orientations, and conferences. This includes the rationale, objectives budgetary estimates, attribution of Gender and Development, number of participants and activity/training matrix.
- 3.2 **Activity Request-** is a plan implementation document secured prior to the conduct of an activity which is included in the approved WFP (Original and Adjusted) and within the set threshold.
- 3.3 **Calendarization-** the process of spreading the proposed PPAs of the division into specific period of time. This enables the division to avoid or lessen the issue on the conflict of schedules among PAPA.
- 3.4 **End User/Program Owner** – Supervisors, SEPS, Focal Person or Section Heads in the Division proposing the activity in line with his/her function and/or implementation of the program he/she is handling.
- 3.5 **Gender and Development (GAD) attribution** – a portion or the whole budget of the year of major programs/projects during the GAD planning and budgeting phase by subjecting the program documents to gender analysis using the appropriate harmonized Gender and Development Guidelines (HGDG).
- 3.6 **PAPs Evaluation Form – Programs, Projects, and Activates (PAPs) Evaluation Forms** are used to easily conduct evaluations of activities, programs, projects, or events. These forms contain questions that helps in getting feedback from the participants of the said PPAs. The forms can be electronic/on-line or hard copies and will be taken by the PPA Focal from the Quality Assurance, Technical Assistance and Monitoring (QATAME). The data generated from the forms will be submitted to the QATAME Focal for processing and reporting and will be utilized as part of the accomplishment and liquidation reports.
- 3.7 **Work and Financial Plan (WFP)-** a document generated in the PMIS after the Expenditure Matrix (EM) is uploaded in the PMIS by the Program Owner/End User. It summarizes the details of the planned activities for a particular calendar year.





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4. In addition, for ranking of *Master Teacher* Applicants, only approved training/activity design or action plan shall be credited by the Personnel Selection Board (PSB). Also, kindly find the attached enclosure for the activity design template for Division and School activities and its process flow.
5. Further, this Office shall adhere to Equal Opportunity Principle (EOP) in indorsing participants to capacity development for raters. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. Immediate and wide dissemination of this Memorandum is desired.

**DR. OLGA C. ALONSABE, CESE**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

Encl:  
As stated

Reference:  
DepEd Order 11, s. 2021, & RA 11032  
To be indicated in the Perpetual Index  
under the following subjects:

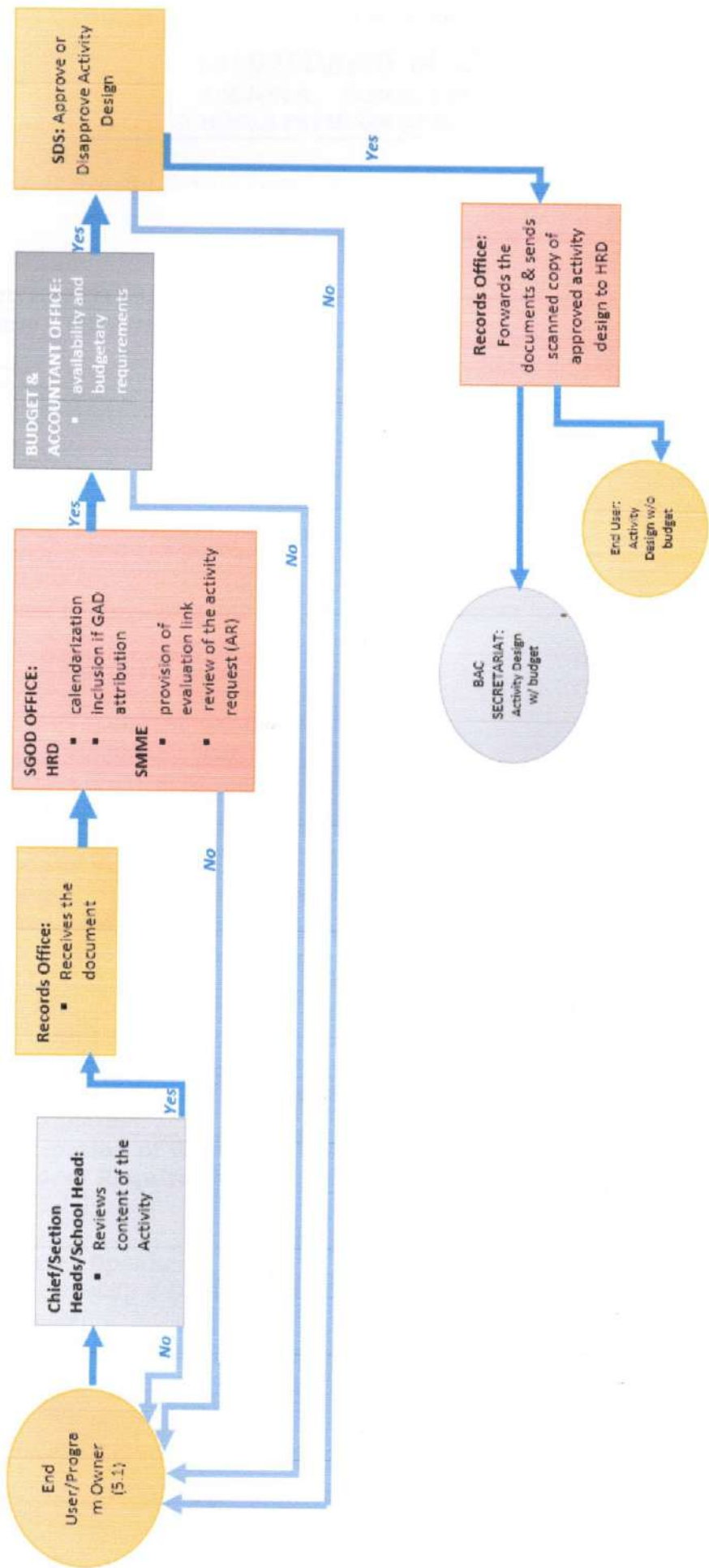
ACTIVITY DESIGN PROCESS FLOW

TRAINING PROGRAMS

**SGOD/HRD/MPM**



**PROCESS FLOW FOR THE APPROVAL OF ACTIVITY DESIGN REGARDLESS OF FUND SOURCE**





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*Enclosure 1: Activity Design Template for School Activities*

**ACTIVITY DESIGN**  
 Control No. \_\_\_\_\_

**Part I. Activity Details**

01	<b>Name/ Title of the Project:</b>	
02	<b>Nature of Activity:</b> Orientation / Seminar	
03	<b>Brief Description of the Project:</b>	
04	<b>Objective(s):</b> <i>(Stipulate the gender-responsive training objective. Kindly refer on DM 60, s. 2021)</i>	
05	<b>Nature of Engagement:</b>	<input type="checkbox"/> Organizer <input type="checkbox"/> Partner <input type="checkbox"/> Participant
06	<b>List of Partners/ Sponsors:</b> <i>(If partner, please state main organizer of the project; leave blank if not applicable.)</i>	
07	<b>Proposed Date(s) of Implementation:</b>	
08	<b>Time (Start and End):</b>	
09	<b>Proposed Venue:</b>	
10	<b>Proposed Budget (Total Amount):</b>	
11	<b>Breakdown/ Source(s) of Funds:</b> <i>(Please state the amount which will be taken from the following accounts.)</i>	
	<input type="checkbox"/> SEF _____ <input type="checkbox"/> Division MOOE _____ <input type="checkbox"/> PTA _____ <input type="checkbox"/> School MOOE _____ <input type="checkbox"/> Counterpart _____ <input type="checkbox"/> Petty Cash _____ <input type="checkbox"/> Others <i>(Please specify.)</i> <input type="checkbox"/> HRD Funds _____	
12	<b>Expected Number of Audience/ Participants:</b>	_____ Male            _____ Female
13	<b>Participation of Guests/ Guest Speakers/ Outsiders Required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please enumerate invited guests or attach a separate list if space is not enough.</i>
14	<b>Resource Speakers</b> <i>(Please specify if DepEd or Non-DepEd Employee)</i>	
15	<b>Heavy Electronic Equipment to be Used</b> <i>(if any)</i>	

**Steps to be accomplished:**

Reviewed by	Date	Signature
HRD Section		
M&E Section		
Budget Officer		
Accountant		





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Enclosure 2: Activity Design Template for Division Activities

**ACTIVITY DESIGN**

Control No. \_\_\_\_\_

**Part I. Activity Details**

01	<b>Name/ Title of the Project:</b>	
02	<b>Nature of Activity:</b> Orientation / Seminar	
03	<b>Brief Description of the Project:</b>	
04	<b>Objective(s):</b> <i>(Stipulate the gender-responsive training objective. Kindly refer on DM 60, s. 2021)</i>	
05	<b>Nature of Engagement:</b>	<input type="checkbox"/> Organizer <input type="checkbox"/> Partner <input type="checkbox"/> Participant
06	<b>List of Partners/ Sponsors:</b> <i>(If partner, please state main organizer of the project; leave blank if not applicable.)</i>	
07	<b>Proposed Date(s) of Implementation:</b>	
08	<b>Time (Start and End):</b>	
09	<b>Proposed Venue:</b>	
10	<b>Proposed Budget (Total Amount):</b>	
11	<b>Breakdown/ Source(s) of Funds:</b> <i>(Please state the amount which will be taken from the following accounts.)</i>	
	<input type="checkbox"/> SEF _____	<input type="checkbox"/> Division MOOE _____
	<input type="checkbox"/> PTA _____	<input type="checkbox"/> School MOOE _____
	<input type="checkbox"/> Counterpart _____	<input type="checkbox"/> Petty Cash _____
	<input type="checkbox"/> Others <i>(Please specify.)</i> _____	<input type="checkbox"/> HRD Funds _____
12	<b>Expected Number of Audience/ Participants:</b>	_____ Male    _____ Female
13	<b>Participation of Guests/ Guest Speakers/ Outsiders Required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please enumerate invited guests or attach a separate list if space is not enough.</i>
14	<b>Resource Speakers</b> <i>(Please specify if DepEd or Non-DepEd Employee)</i>	
15	<b>Heavy Electronic Equipment to be Used</b>	

**Steps to be accomplished:**

Reviewed by	Date	Signature
Unit/Section Head		
HRD Section		
M&E Section		
Budget Officer		
Accountant		

