



Republic of the Philippines
DEPED
Region 1
SCHOOLS DIVISION OFFICE
Dagupan City

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Division Memorandum No. 106, s., 2017

RELEASED
DEPED
DATE: 7/3/17
BY: [Signature]

To: Assistant Schools Division Superintendent
Chief ES, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads

From:  Dr. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent

Date: July 3, 2017

Subject: Format for the preparation of the program/training narrative reports

In line with the implementation of the Human Resource and Development Funds, the project/program proponents of any professional development (trainings, seminars, workshops, capacity-building etc.) are requested to submit two copies of the narrative reports at least one week after the program/training to the offices of the Chief Education Supervisor of Curriculum and Implementation Division and Chief Education Supervisor of Schools Governance and Operations Division through the Human Resource and Development Unit.

The format for the said report is as follows:

FORMAT FOR THE NARRATIVE REPORT

Paper Size: 8.5 x 13

No of pages: maximum of 5

1. Cover page (Title, Program Objectives, Program Proponent)
2. Brief description of participants (use table for the statistics) and venue.
3. Highlights of the Training/Seminar/Workshop/Capacity Building
4. Learnings and Insights
5. Recommendation/s for future training

Attachments:

6. Attendance Sheets
7. Training Program
8. Sample outputs like demo lesson plan, instructional material and others (photocopies or pictures will do)
9. Snapshots (with a maximum of 20 photos)
*Choose clear action photos (size: 4 x 6) with appropriate captions.
10. Liquidation papers with receipts

Please be guided accordingly.