



Republic of the Philippines
Department of Education

20 MAR 2017

DepEd MEMORANDUM
No. **57**, s. 2017

**CONDUCT OF CONSULTATIVE WORKSHOPS WITH REGIONAL AND SCHOOLS
DIVISION OFFICES ON EDUCATION DEVELOPMENT PROGRAMS
AND PROJECTS NEEDS, AND PROJECT DEVELOPMENT
AND MANAGEMENT CAPABILITY NEEDS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) through the Project Management Service (PMS) announces the **Conduct of Consultative Workshops with Regional and Schools Division Offices on Education Development Programs and Projects (EDPPs) Needs and Project Development and Management Capability Needs** from April to June 2017 covering all DepEd regions.

2. The mandate of the PMS include the following:

- a. Supporting the Department's goal for delivery of quality basic education through the development, packaging, and management of foreign assisted projects;
- b. Leading in the development and packaging of national program/project proposals for consideration of donor institutions/partners;
- c. Coordinating and collaborating with all relevant offices for the necessary expertise and resource support needed by the implementing units and stakeholders of the various EDPPs;
- d. Providing technical assistance to the field offices in the areas of efficient planning, application, and optimum use of resources to project operation and implementation; and
- e. Conducting activities to support the development and/or strengthening of the in-house agency's capability in the management, operations, and implementation of EDPP especially in sustaining partnerships with the donors and stakeholders.

2. In line with this, PMS will conduct a series of regional workshops with the following objectives to:

- a. develop a database of EDPPs initiated (in collaboration with local and or international external partners) at the regions, schools divisions, and schools aimed at facilitating the achievement of regional/schools division/school targets and consequently improve the overall education performance of the region;

- b. determine and draw up a list of priority needs of the field (region/schools division/schools) beyond their capability to address due to resources and/or capability limitations which will be used as reference for future EDPP project development; and
- c. determine project management proficiency as well as training needs of the field that would serve as input to the development of a comprehensive DepEd Project Development and Management Manual for the use of the field personnel during the implementation of projects.

3. The target participants of the workshops are regional and schools division personnel who are focal persons for EDPP. Participants may be personnel from the Quality Assurance and Accountability Division (QAAD), School Governance and Operations Division (SGOD), Field Technical Assistance Division (FTAD), Policy, Planning, and Research Division (PPRD), and other divisions/departments involved in monitoring and evaluation of EDPP. The total number of participants per regional workshop is provided in Enclosure No. 1.

4. As preparatory work to the workshop, participants are requested to accomplish forms provided in Enclosure 2, Form A: EDPP Profiles and Project Needs; and Form B: Competency Profile of EDPP Implementers. Data gathered from these forms will be synthesized by PMS for presentation, validation, and discussion during the regional workshops. Validated data shall serve as bases for determining regional programs and project needs as well as field personnel capability needs. Data from these forms will, likewise, be utilized during the development of the Project Management Manual.

5. The accomplished forms shall be sent in MS Word Format to pms.pmd@deped.gov.ph on or before **March 30, 2017**. Participants are also requested to bring printed copies of the accomplished forms to the Workshop.

6. The Summary of Funds to be downloaded to the regions/schools divisions is provided in Enclosure 3 and Indicative Program of Activities is contained in Enclosure 4.

7. Funds will be downloaded to the respective regions/schools divisions to cover the venue, board and lodging of participants. Transportation expenses of participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations. Separate communication to each region detailing the cost and administrative arrangements shall be prepared.

8. For inquiries and clarification, interested participants may contact either: **Ms. Carmelita Veloza** or **Mr. Fercival Yutan**, Project Management Service–Project Management Division (PMS-PMD), Room 211, 2nd Floor, Mabini Bldg., Department of Education Central Office (DepEd CO), DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 637-5584 or (02) 631-0595.

9. Immediate dissemination of this Memorandum is desired.



ATTY. ALBERTO T. MUYOT
Undersecretary
Officer-in-Charge

Encls.:

As stated

References:

N o n e

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

OFFICIALS

PROGRAMS

PROJECTS

WORKSHOPS

R-MCR DM-Conduct of Consultative Workshops with Regional and Division Offices..
0259/March 13, 2017

(Enclosure No. 1 to DepEd Memorandum No. 57, s. 2017)

Total Number of Participants per Regional Workshop

	No. Of Divisions	Division SGOD/ FTAD/PPRD	Total Pax Division	Region QAAD/ FTAD/PPRD	Total No. of Pax
NCR	16	3	48	4	52
CAR	8	3	24	4	28
Region I	14	3	42	4	46
Region II	9	3	27	4	31
Region III	20	3	60	4	64
Region IV-A	19	3	57	4	61
Region IV-B	7	3	21	4	25
Region V	13	3	39	4	43
Region VI	8	3	24	4	28
NIR	16	3	48	4	52
Region VII	13	3	39	4	43
Region VIII	13	3	39	4	43
Region IX	8	3	24	4	28
Region X	14	3	42	4	46
Region XI	10	3	30	4	34
Region XII	9	3	27	4	31
CARAGA	12	3	36	4	40
ARMM	12	3	36	4	40
TOTAL			663	72	735

Workshop Convenors per Region

Project Management Service	Secretariat/Facilitators
Office of the Assistant Secretary	1
Resource Person	2
PMS Office of the Director	1
PMS - Project Management Division	3
PMS – Project Development Division	2

Enclosure No. 2 to DepEd Memorandum No. 57, s. 2017)

**PROJECT MANAGEMENT SERVICE (PMS)
DEPARTMENT OF EDUCATION**

Form A: EDPP Profiles and Project Needs

This survey form is part of the larger effort to develop a database of Education Development Programs and Projects (EDPPs) initiated (in collaboration with local and or international external partners) at the regions/divisions/schools aimed at facilitating the achievement of regional/division/school targets and consequently improve the overall education performance of the region. Data generated by this form will also be used to determine and draw up a list of priority needs of the field (region/division/schools) beyond their capability to address due to resources and/or capability limitations which will be used as reference for future EDPP project development.

This is not an evaluative tool. It will not be used as basis to gauge performance of your region or division.

It is recommended that this form be accomplished during a Focus Group Discussion (FGD) involving representatives of QAAD, SGOD, PPRD, and other units from the RO and DO who are directly concerned with monitoring and evaluation of EDPPs.

Kindly email the accomplished tool (in MS Word format) to pms.pmd@deped.gov.ph on or before March 30, 2017.

Thank you.

Region: _____

Division: _____

Directions: *Deliberate on the topics/questions below. Synthesize responses to the questions and write them on the appropriate spaces provided.*

1. For the Division:

What do you see/consider as needs/issues/concerns that directly or indirectly¹ affect/hinder achieving learning outcomes of your schools?

Needs/Issues/Concerns	Description

¹ directly- (e.g. books, classrooms, equipment, teachers)

indirectly- (e.g. information, management, and procurement systems, advocacies, auxiliary services)

Needs/Issues/Concerns	Description

2. For the Region:

What do you see/consider as needs/issues/concerns that directly or indirectly¹ affect/hinder you from helping DOs achieve Division targets?

Needs/Issues/Concerns	Description

3. What are your on-going projects that address these needs? Please limit list to on-going projects implemented from 2014 to present. *You may use as many of this sheet as necessary.*

Project Title:	
Proponent ² :	
Project duration:	
Source of funding:	
Target Beneficiary:	
Objectives:	
1.	
2.	
3.	
Hindering Factors:	
1.	
2.	
3.	
Facilitating Factors:	
1.	
2.	

² Proponent: Name of DepEd Division or School, LGU, NGO, etc. who is the main owner of the project/program

C E R T I F I C A T I O N

This Project Needs and EDPP Profile tool was accomplished via a Focus Group Discussion with the following individuals as participants:

Name	Office	Position	Signature

For any queries/clarifications regarding this accomplished form, DepEd-PMS may get in touch with the following:

Name	Office	Contact no.	Email address

Certified True and Correct:

Regional Director/Schools Division Superintendent

Date

**PROJECT MANAGEMENT SERVICE
DEPARTMENT OF EDUCATION**

Form B – Competency Profile of EDPP Implementers

This survey form is part of the larger effort to assess project management proficiency as well as training needs of the field in relation to project development and management. Data generated by this form would serve as input to the development of a comprehensive DepEd Project Development and Management Manual.

This is not an evaluative tool. It will not be used as basis to gauge performance of your region or division.

It is recommended that this form be accomplished during a Focus Group Discussion (FGD) involving representatives of QAAD, SGOD, PPRD, and other units from the RO and DO who are directly concerned with monitoring and evaluation of EDPPs.

Kindly email the accomplished tool (in MS Word format) to pms.pmd@deped.gov.ph on or before March 30, 2017.

Thank you.

Region: _____

Division: _____

Directions: *Deliberate on matrix below. Synthesize responses to the questions and write them on the appropriate spaces provided.*

Column A enumerates the Phase of the Project Management Cycle and the competencies relating to each. In which of the competencies do you need training on? Mark the appropriate cells under column B.

For every 'YES' answer in column B, indicate the level of need (prioritization) for the training under Column C. Refer to the scale below.

Use Column D for any related, additional, and clarification notes.

Prioritization Scale:

1 = Low, 2 = Medium, 3 = High, 4 = Critical

If not applicable to your position- write "N/A"

Project Management Cycle Phase (A)	Do you need training on these areas? (B)		Prioritization (1-4) (C)	Remarks (D)
	YES	NO		
A. Project Planning Phase				
1. Situational Analysis (Systematic assessment of schools/RO/DO needs)				
2. Project Design Stage (Preparing and packaging of project plans/concept)				

**PROJECT MANAGEMENT SERVICE
DEPARTMENT OF EDUCATION**

Form B – Competency Profile of EDPP Implementers

notes/proposals based on situational analysis				
Objective				
Timeline				
Implementation arrangement				
Budget				
Identifying risk/s				
3. Project Appraisal (Review of project design and finalization of project scope)				
B. Project Implementation Phase				
Project Start-up Stage Organizing teams				
Formulating guidelines and protocols				
Managing stakeholders				
2. Project Implementation and Control Stage Managing project Implementation, monitoring and evaluation Monitoring				
Progress monitoring				
Project adjustment based on project monitoring				
Evaluation Preparation of Periodic Report				
C. Project Closure Phase				
1. Project Completion Stage Preparation of project reports for handover				
Preparation of project completion report				
Preparation of End of project report				
2. Closure Stage (Sustaining project gains through mainstreaming and integration in regular programs)				

**PROJECT MANAGEMENT SERVICE
DEPARTMENT OF EDUCATION**

Form B – Competency Profile of EDPP Implementers

Evaluating project accomplishment versus project objectives				
Determination of project gains and lessons learned				
Utilization of project outputs /mainstreaming of project gains				

4. If there are any recommendations/suggestions from the division/department/unit in preparation for the validation workshop, please add here:

C E R T I F I C A T I O N

This Project Needs and EDPP Profile tool was accomplished via a Focus Group Discussion with the following individuals as participants:

Name	Office	Position	Signature

For any queries/clarifications regarding this accomplished form, DepEd-PMS may get in touch with the following:

Name	Office	Contact no.	Email address

Certified True and Correct:

Regional Director/Schools Division Superintendent

Date

(Enclosure No. 3 to DepEd Memorandum No. 57, s. 2017)

Summary of Funds to be Downloaded to the Region/Division

Region	Date (Incl. of Travel Time)	Venue Location (c/o Host Region/Division)	Host Region/Division	Amount to be Downloaded
NCR	Apr 2 - 5	Tagaytay City	NCR	219,600.00
CAR	May 14-17	Baguio City	CAR	133,200.00
R-I	May 3 - 6	Vigan City	DO-Vigan City	198,000.00
R-II	Apr 23 - 26	Tuguegarao City	R-II	144,000.00
R-III	Apr 19-22	Pampanga	R-III	262,800.00
R-IVA	May 7 - 10	Lucena City	DO-Quezon	252,000.00
R-IVB	May 17 - 20	Puerto Princesa City	DO-Palawan	122,400.00
R-V	May 2 - 6	Legazpi City	DO-Cam Norte	187,200.00
R-VI	May 21 - 24	Aklan	DO-Aklan	133,200.00
NIR	May 28-31	Dumaguete City	DO-Negros Or.	219,600.00
R-VII	May 10-13	Bohol	DO-Bohol	187,200.00
R-VIII	Apr 26-29	Tacloban City	R-VIII	187,200.00
R-IX incl. Basilan, Lamitan, Sulu I & II, Tawi-Tawi	Jun 18-21	Dipolog City	DO-Dipolog City	187,200.00
R-X incl. Lanao del Sur 1A, 1B, 2A, 2B, Marawi City	May 24-27	Camiguin	DO-Camiguin	252,000.00
R-XI incl. Maguindanao I and II	June 25-28	IgaCos	DO-IgaCos	176,400.00
R-XII	Jun 14-17	GenSan City	Region XII	144,000.00
CARAGA	Jun 21 - 24	Butuan City	CARAGA	176,400.00

NOTE: Administrative arrangements and requirements shall be communicated separately to host region/division

**Project Management Service (PMS) Regional Inventory of Education
Development Programs and Projects (EDPPs) and Management
Capability Needs of Implementers**

Indicative Program of Activities

Day	Time	Activity	
0		Arrival	
1	8:00-9:00 AM	Registration Opening Program	PMS Secretariat To be prepared by the Host Region/Division
	9:00-12:00 NN	Presentation and validation of synthesized Form A results	PMS Facilitators Resource Person
	12:00 NN-1:00 PM	Lunch	
	1:00 -3:00 PM	FGD on Form A answers	PMS Facilitators Resource Person
	3:00 -5:00 PM	Synthesis of WS Outputs/Next Steps	
Reference Materials		Accomplished PMS-Form A: Project Needs and EDPP Profile; REDP/DEDP	
2	8:00-9:00 AM	Registration Opening Prayer Recap from Day 1	PMS Secretariat To be prepared by the Host Region/Division Selected Participant/s
	9:00-12:00 NN	Presentation and validation of synthesized Form A results	PMS Facilitators Resource Person
	12:00 NN -1:00 PM	Lunch	
	1:00 -3:00 PM	FGD on Form B answers	PMS Facilitators Resource Person
	3:00 -5:00 PM	Synthesis of WS Outputs/Next Steps	
	5:00 PM	Closing Program and Distribution of Certificates of Participation	Host Region/Division
Reference Materials		Accomplished PMS Form - B	
3	AM	Staff to Office	

Emcee: Host Region/Division