



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

September 20, 2021

Division Memorandum

No. 224 . s. 2021

**CORRIGENDUM/ADDENDUM TO DIVISION MEMO NO. 124, S. 2021  
ON THE POLICY GUIDELINES IN THE CONDUCT OF DIVISION LEVEL  
TRAININGS/WORKSHOPS OF TEACHING, TEACHING RELATED,  
AND NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendents  
Division Chiefs  
All Others Concerned

1. This is for the reiteration of the food delivery and the process of the training proposals as well as the issuance of certificates to the participants, resource speakers, technical working group, and facilitators.
2. Item No. 3 is added as follows:
  3. Attached are the Policy Guidelines, Excel Format of Attendance, Activity Completion Report, and the inclusion of Food Delivery in the Project and Budget Proposals of the said training.
    - 3.1. The food delivery is in accordance to DO 15, s. 2017 Guidelines on the Allocation of Funds for Venue, Meals, and Snacks and Room Accommodation for Official Activities Organized and Conducted by the Department of Education.
    - 3.2. The purpose of the food delivery is to ensure the safety of the participants and observe safety and health protocols set by the Inter-Agency Task Force (IATF). Because of the ongoing pandemic, it is much safer for the participants to receive the meals at their home, school, or office. This will also help them to focus more on the training/webinars in the comfort of their homes.
    - 3.3. Only the registered participants, core group, technical working group, resource speakers, and facilitators can receive and enjoy the food delivery of the said training.
    - 3.4. The registration for the food delivery shall be 15 days before the training provided by the proponent in coordination with the Human Resource Development Section (HRDS).
    - 3.5. For the food delivery link, provide the complete address and email address. In the case of Out of Delivery Area (ODA), the participants may choose the Pick-up at the Store option and claim it at the nearest food store included in the delivery program.





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3. The processes to be observed by the training proponent are as follows:
  - 2.1. The proponent shall submit the division memorandum, project proposal, purchase request, obligation request, Work Financial Plan (WFP), and Project Procurement Management Plan (PPMP) and signed by the Chief/Head Unit, ASDS, and SDS a month before the training.
  - 2.2. The certificates of the resource speakers, technical working group, and facilitators are to be prepared by the ICT unit in coordination with the HRDS and shall indicate control number and QR Code to be forwarded to the training proponent.
  - 2.3. The proponent shall print the said certificates and issue them to the persons concerned after the submission by the latter of the required training outputs.
  - 2.4. On the other hand, after successfully answering a link to be provided as well by the HRDS, each participants will automatically receive their Certificate of Participation in their registered DepEd email.
4. All other provisions stated in the previously released Memorandum are still in effect.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**ZENIA G. MOSTOLES EJD., CESO V**  
Schools Division Superintendent

