**I. TITLE:**

**II. RATIONALE/BACKGROUND:**

**III. DESCRIPTION OF THE ACTIVITY:**

**IV. OBJECTIVES:**

**V. STRATEGIES:**

**VI. TARGET NUMBER OF PERSONS INVOLVED IN THE ACTIVITY:**

|  |  |
| --- | --- |
| **PERSONS INVOLVED** | **NO. OF PAX** |
|  |  |
|  |  |
| **TOTAL** |  |

**VII. IMPLEMENTATION MECHANICS:**

**VIII. MATRIX OF THE ACTIVITY:**

**TITLE:**

**DATE:**

**TIME:**

|  |  |  |
| --- | --- | --- |
| **TIME** | **ACTIVITY** | **PERSON IN-CHARGE** |
|  |  |  |
|  |  |  |

**IX. BUDGETARY REQUIREMENTS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TITLE:**  **INCLUSIVE DATE/S:**  **TOTAL AMMOUNT:** | | | | | |
| **ITEM NO.** | **QUANTITY** | **Unit** | **Item Description** | **Estimated Unit Cost** | **Cost** |
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| **TOTAL** | | | | | |

**IX. EXPECTED OUTPUT**

**X. SOURCE OF FUND:**

**XI. MODE OF MONITORING AND EVALUATION:**

**XII. JUSTIFICATION OF THE ACTIVITY:**

The attendance sheet of the participants during the training.

**PREPARED BY: REVIEWED BY:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **WOODROW WILSON B. MERIDA** Training Proponent SEPS - HRD

**CERTIFIED ALLOTMENT AVAILABLE: CERTIFIED FUNDS AVAILABLE:**

**SIBYL L. MAPUTI RHYSA CYLE C. ROSALEJOS, CPA**

ADMINISTRATIVE OFFICER V – BUDGET ACCOUNTANT III

**APPROVED:**

**VICTORIA V. GAZO, PhD, CESO V**

SCHOOLS DIVISION SUPERINTENDENT