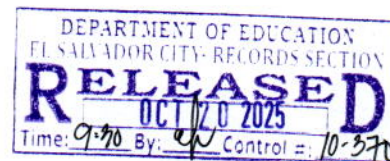




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



16 October 2025

DIVISION MEMORANDUM
No. 370, s. 2025

**SUBMISSION OF POST-TRAINING EVALUATION AND LEARNING ASSESSMENT
AFTER ATTENDING LEARNING AND DEVELOPMENT ACTIVITIES**

To: All Section Heads
All School Heads
All Personnel
All Others Concerned

1. DepEd Order No. 29, s. 2022 *Re: Adoption of the Basic Education Monitoring and Evaluation Framework (BMEF)* ensures training effectiveness by aligning capacity-building programs with DepEd's goals and performance indicators, using evidence-based monitoring and evaluation to assess outcomes. It provides systematic tools to track implementation, measure improvements in knowledge and skills, and establish feedback mechanisms for continuous enhancement. Relative to this, the Office informs the field of the submission of Post Training Assessment of all attendees of a Learning and Development/training activity.
2. Please be guided on the following reviewers and submission protocols:

Attendee	Level of Training	Reviewed by	Approved by
Teachers	School-Based (INSET/LAC)	Master Teacher/Designated LAC Coordinator	School Head
Teachers	Division Level	School Head	Program Holder/ Div. Focal Person
Teachers	RO/CO Level	School Head and Division Program Holder/ Focal Person	ASDS
School Based Non-Teaching Personnel	School-Based	School Head	School Head
School-Based Non-Teaching Personnel	Division/RO/CO Level	School Head; Chiefs/Unit Head	ASDS
School Head	Division/RO/CO Level	Program Holder; Chiefs	ASDS
SDO Personnel	RO/CO Level	Program Holder; Chiefs/Unit Head	ASDS



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3. Further, Please see Attachment 1 for the template of the Post-Training Evaluation and Learning Assessment template (using A4-sized bond paper).
4. The office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. 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.
5. For dissemination, guidance, and strict compliance.


RANDOLPH B. TORTOLA 
Schools Division Superintendent

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

krms/hrd Training Evaluation



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Attachment 1. **POST-TRAINING EVALUATION AND LEARNING ASSESSMENT FORM**

**POST-TRAINING EVALUATION AND
LEARNING ASSESSMENT FORM**

Name: _____

Position: _____

School/ Office: _____

Age and Sex: _____

A. Individual Learning and Development Needs (from the IPCR/OPCR):

B. KRAs targeted in the L&D

KEY RESULT AREAS (KRAs) <i>vis-à-vis</i> DUTIES AND RESPONSIBILITIES	
KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES

C. LEARNING AND DEVELOPMENT ATTENDED:

Title of L&D Activity: _____

Date: _____

Venue: _____



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Level: (✓) Nationwide () Regionwide () Division wide () Others, pls
(specify _____)
Role: () TWG member () Trainer () RS/facilitator (✓) Participant

Competency/ies Addressed:

- a. _____
b. _____
c. _____

D. Learning: Knowledge and Skill Acquisition

1. Please indicate the extent to which you have acquired the following knowledge and skills during the training program: (Rating: 1 - No Knowledge/Skill Acquired, 2 - Limited Knowledge/Skill Acquired, 3 - Moderate Knowledge/Skill Acquired, 4 - Good Knowledge/Skill Acquired, 5 - Excellent Knowledge/Skill Acquired)

a. Knowledge/skill 1:

b. Knowledge/skill 2:

c. Knowledge/skill 3:

2. Have you been able to apply the knowledge and skills acquired from the training program in your job responsibilities? Please provide examples.
3. What additional support or resources do you need to further enhance your application of the acquired knowledge and skills?

E. Behavior: Transfer of Learning to the Workplace

1. To what extent have you implemented the knowledge and skills acquired from the training program in your work?



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2. Are there any barriers or challenges you have encountered in applying the acquired knowledge and skills in your work? If yes, please explain.

F. Reflection:

Prepared by:

Reviewed:

Approved:

Attachments: Copies of the following: (a) Memorandum/ Letter of Invitation; (b) Authority to Travel; (c) Certificate of Appearance; (d) Certificate of Participation