



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



MEMORANDUM

FOR : All Service Directors
All Bureau Directors
All Regional Executive Directors
Heads of Attached Agencies

FROM : **The OIC Director**
Human Resource Development Service

SUBJECT : **INVITATION TO THE 2024 ONLINE COURSES ON
MONITORING AND EVALUATION OFFERED BY THE
DEVELOPMENT ACADEMY OF THE PHILIPPINES (DAP)**

DATE : **SEP 17 2024**

This pertains to the attached letter dated 30 August 2024 from Dr. Majah-Leah V. Ravago, President and CEO of the Development Academy of the Philippines (DAP), inviting the Department to send a team of three to five individuals to participate in the following scheduled courses through online platform:

Course	Date	Registration Fee
Course on Basic Monitoring and Evaluation	14-18 October 2024 Deadline of Group Nomination: 30 September 2024	PhP 9,000.00
Course on Advanced Monitoring and Evaluation	11-22 November 2024 Deadline of Group Nomination: 28 October 2024	PhP 15,000.00

The Development Academy of the Philippines (DAP) is the implementing arm of the Asian Productivity Organization's (APO) Center of Excellence in Public Sector Productivity. The courses will be delivered online and will include lectures and question and answer sessions with resource persons, as well as assignments and exercises to provide participants a meaningful learning experience.

Should you find the learning event relevant, please inform your officials and personnel to submit their duly accomplished Endorsement Form signed by their

MEMO NO. 2024 - 842

respective Head of Office and submit to the Training and Development Division, HRDS through the L&D portal link: bit.ly/LNDportal, **two weeks before the activity** for the preparation of necessary Special Order.

Participation in the said courses is subject to availability of funds and the usual accounting and auditing rules and regulations.

Should you wish to know more about registration and event details, you may contact Ms. Queenie Rose M. Rizal or Ms. Clarrie Mae Castillo of the DAP Center for Governance - Policy Research Office through cfg-pro-gse@dap.edu.ph or landline at (02) 8631-0921 local 183 or Ms. Beng Tubang of the Training and Development Division, HRDS at 8426-3852, or 755-3330 loc. 1065 or 1066.

For your information and consideration.

M. M. M.
MIRIAM M. MARCELO



Republic of the Philippines
Department of Environment and Natural Resources
 Visayas Avenue, Diliman, Quezon City
 Tel Nos. 929-6626 to 29; 929-6633 to 35
 926-7041 to 43; 929-6252; 929-1669
 Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

ENDORSEMENT FORM FOR LEARNING EVENT

Course Title:			
Learning Service Provider:			
Learning Event Objective(s):			
Date Covered:			
Name of Learner(s)	Position/Designation	Target(s) for Development	Signature of Learner(s)
<p>This office certifies that the attendance of the above-mentioned personnel to the learning event stated in this form will not hamper in the delivery of service by this office. Also, all expenses to be incurred from this activity including registration fee is chargeable against this office, subject to the provisions of the National Budget Circular No. 563 dated April 22, 2016 and to the usual accounting and auditing rules and regulations.</p>			
<p>_____</p> <p>Head of Office</p>			
<p>_____</p> <p>Designation</p>			
<p>_____</p> <p>Date</p>			
Office/ Division/ Section/ Unit:	Tel. Nos.:		
Office/ Region/ Bureau/ Attached Agencies:	Office Email Address:		



Fwd: OSEC-2024-005347: [DAP] Invitation Letter - 2024 CBME & CAME

DENR OSEC Referral <osec.referral@denr.gov.ph>

Mon, Sep 9, 2024 at 10:07 AM

To: Undersecretary for Organizational Transformation <ouot@denr.gov.ph>, HRDS Office of the Director <hrds@denr.gov.ph>, PPSO Office of the Director <odpps@denr.gov.ph>, PPSO Office of the Director <ppso.od@denr.gov.ph>, "Undersecretary for Policy, Planning and International Affairs" <ouppia@denr.gov.ph>
Cc: cfg-pro-gse3@dap.edu.ph

Sir/Madam:

Respectfully referred to your good office for information and appropriate action, with EDATS No. OSEC-2024-005347.

Thank you!

NOTE: DO NOT REPLY TO THIS EMAIL. For updates, inquiries and other communications, please send to osec@denr.gov.ph.



OFFICE OF THE SECRETARY
4/F DENR Main Building
Visayas Avenue, Diliman
Quezon City

From: **CFG-PRO Trainings** <cfg-pro-gse3@dap.edu.ph>
Date: Thu, Sep 5, 2024 at 10:35 AM
Subject: [DAP] Invitation Letter - 2024 CBME & CAME
To: <osec@denr.gov.ph>
Cc: <odpps@yahoo.com>, <odpps@denr.gov.ph>

Dear HON. MARIA ANTONIA YULO LOYZAGA:

Greetings from the Development Academy of the Philippines!

The Academy's Center for Governance is pleased to invite technical staff from your agency/office involved in policy, planning, and monitoring and evaluation to participate in our upcoming 2024 Online Course Offerings. We are glad to accommodate a team of **three to five (3-5) individuals** to participate in the **2024 Courses on Basic and Advanced Monitoring and Evaluation** scheduled on **14-18 October 2024** and **11-22 November 2024**.

The courses will be delivered online and will include live lectures and Q&A sessions with resource persons, as well as assignments and exercises to provide participants a meaningful learning experience.

Attached in this email are the invitation letter, course flyers and nomination form for your reference. Please be informed that **payment should only be made upon receipt of the Letter of Acceptance and/or Payment Advice from the training team**. In addition, please note that the nomination period may close early if all available slots are filled before the official deadline.

Thank you very much and we look forward to your favorable consideration.

Very truly yours,

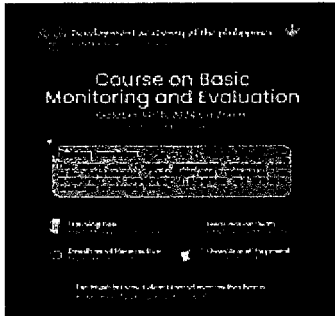
CFG-PRO Training Team

Policy Research Office

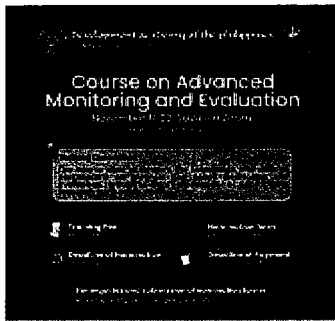
**Center for Governance
Development Academy of the Philippines**

DAP Building, San Miguel Avenue,
Ortigas Center, Pasig City P.O. Box No. 12788
Telefax: +63 2 631 2146
E-mail: cfg-pro@dap.edu.ph
Website: <http://www.dap.edu.ph>
Facebook: <http://facebook.com/DAPCFGPRO>
Twitter: <http://twitter.com/DAPCFGPRO>

4 attachments



2024 PRO M&E Public Offering Course Flyer - CBME.png
651K



2024 PRO M&E Public Offering Course Flyer - CAME.png
653K



68K



2183K



30 August 2024

HON. MARIA ANTONIA YULO LOYZAGA

Secretary

Department of Environment and Natural Resources

Visayas Avenue, Diliman, 1100 Quezon City

Attention: Cheryl Loise T. Leal
OIC-Director, Policy and Planning Services

Dear **Secretary Loyzaga**:

Greetings from the Development Academy of the Philippines (DAP)!

We are pleased to invite the Department of Environment and Natural Resources to nominate a team of three to five (3-5) individuals to participate in the **2024 Courses on Basic and Advanced Monitoring and Evaluation** scheduled on **14-18 October 2024** and **11-22 November 2024**.

This year, the courses will feature and pilot an updated design aimed at equipping a core team from your agency on **project and program results-based monitoring and evaluation**, and enable them to become champions in the integration and strengthening of monitoring and evaluation in your operations. Ideal participants are technical staff from your agency involved in policy, planning, and monitoring and evaluation.

The course description, schedule, fees and other details are as follows:

Course Information	Important Dates
<p>Course on Basic Monitoring and Evaluation The course aims to equip government technical staff with the fundamental concepts and principles on monitoring and evaluation of projects, including applicable tools.</p> <p>Schedule: 14-18 October 2024 Fee: ₱9,000.00 / participant</p>	<p>Deadline of Group Nomination: 30 September 2024</p> <p>Deadline of Payment: 7 October 2024</p>
<p>Course on Advanced Monitoring and Evaluation The course aims to deepen the knowledge and skills of participants on program and policy monitoring and evaluation through in-depth discussions of appropriate research methodologies.</p> <p>Schedule: 11-22 November 2024 Fee: ₱15,000.00 / participant</p>	<p>Deadline of Group Nomination: 21 October 2024</p> <p>Deadline of Payment: 28 October 2024</p>

The courses will be delivered online and will include live lectures and Q&A sessions with resource persons, as well as assignments and exercises to provide participants a meaningful learning experience. Participants will also be encouraged to apply and implement the knowledge gained throughout the course to maximize their learning outcomes.

Enclosed in this invitation are the course flyers and nomination form for your reference. Please be informed that **payment should only be made upon receipt of the Letter of Acceptance and/or Payment Advice from the training team.** In addition, please note that the nomination period may close early if all available slots are filled before the official deadline.

For inquiries or concerns, your office may reach Ms. Quennie Rose M. Rizal or Ms. Clarrie Mae Castillo of the DAP Center for Governance - Policy Research Office via email cfg-progse3@dap.edu.ph or landline at (02) 8631-0921 local 183.

Thank you very much and we look forward to your support of our online training offerings.

Very truly yours,


MAJAN LEAN V. RAVAGO, PhD
President and CEO



Enclosures: 1. 2024 PRO M&E Public Offering Course Flyers (2)
2. 2024 PRO Public Offering Nomination Form

REGISTRATION GUIDELINES

READ before accomplishing the NOMINATION FORM

Nomination and Target Participants

Each agency or organization can nominate a group of 3-5 participants to the online courses. Target participants are technical officers and staff involved in planning, policy, and monitoring and evaluation of programs and projects.

Enrollment and Confirmation

Registration to the online courses is on a first-come, first-served basis. Kindly send duly accomplished and approved nomination forms to cfg-pro-gse3@dap.edu.ph and wait for notification within three days. Enrollment to the online course(s) is ensured only upon confirmation of payment. Schedule of course/s may change without prior notice.

Platform and Delivery

All courses will be held via Zoom and an online learning platform through a mix of live lectures and assignments.

Payment

Online course fee must be settled not later than the indicated deadlines. Payments may be made through:

- Cash
- Check payable to the Development Academy of the Philippines
- Bank deposit/fund transfer
- Auto-debit arrangement (ADA), for agency-to-agency payments

Maximum Class Size

DAP reserves the right not to accept nominees if the maximum number of enrolled nominated/applying participants for the online course(s) has been reached.

Replacement of Participant

Replacement of nominated/applying participant may be allowed in case the enrollee will not be available for the availed online course due to unforeseen event. However, email notification must be made at least **two weeks** before the course date. Otherwise, the slot will be forfeited.

Cancellation and Refund

Cancellations may be made up to six (6) working days before the start of each online course subject to a cancellation fee of 15% to be charged to each enrollee.

Cancellations made within five (5) days of the conduct of the online course will be considered no show, and thus, will not entitle the nominated/applying participant to any refund.

The Academy reserves the right to cancel any online course due to insufficient enrolments at least one week before the scheduled online course date. The Academy is not responsible for any expenses incurred by the nominated/ applying participant if the online course is canceled. If an online course is canceled due to force majeure (e.g., weather, natural disaster), the participant is entitled to reschedule for a future online course or a refund.

Certificate and Official Receipt

E-certificate will be emailed upon completion of the online course. The physical copy of the training certificate and official receipt will be sent to the registered mailing address through courier service after the training.

NOMINATION FORM

By signing and submitting this form, the participant and agency/organization confirms agreement with the guidelines of availing the course(s) stated herein.

NAME OF AGENCY/ORGANIZATION: _____

ADDRESS: _____

NAME OF NOMINATING OFFICER: _____

POSITION: _____ **LANDLINE NUMBER:** _____

EMAIL ADDRESS: _____ **MOBILE NUMBER:** _____

SIGNATURE OF NOMINATING OFFICER: _____

COURSE OFFERINGS			
<i>Please put a check mark (✓) on the course(s) your nominees will be attending.</i>			
✓	Course Title and Schedule	Deadline of nomination	Deadline of payment
	2024 Course on Basic Monitoring and Evaluation (14-18 October 2024)		
	2024 Course on Advanced Monitoring and Evaluation (11-22 November 2024)		

FULL NAME OF NOMINEE #1: _____

OFFICE/UNIT: _____ **POSITION:** _____

EMAIL ADDRESS: _____ **MOBILE NUMBER:** _____

SIGNATURE OF NOMINEE: _____

FULL NAME OF NOMINEE #1: _____

OFFICE/UNIT: _____ **POSITION:** _____

EMAIL ADDRESS: _____ **MOBILE NUMBER:** _____

SIGNATURE OF NOMINEE: _____

FULL NAME OF NOMINEE #1: _____

OFFICE/UNIT: _____ **POSITION:** _____

EMAIL ADDRESS: _____ **MOBILE NUMBER:** _____

SIGNATURE OF NOMINEE: _____

FULL NAME OF NOMINEE #1: _____

OFFICE/UNIT: _____ **POSITION:** _____

EMAIL ADDRESS: _____ **MOBILE NUMBER:** _____

SIGNATURE OF NOMINEE: _____

FULL NAME OF NOMINEE #1: _____

OFFICE/UNIT: _____ **POSITION:** _____

EMAIL ADDRESS: _____ **MOBILE NUMBER:** _____

SIGNATURE OF NOMINEE: _____



development academy of the philippines
CENTER FOR GOVERNANCE



BAGONG PILIPINAS

Course on Basic Monitoring and Evaluation

October 14-18, 2024 via Zoom

Credit Training Hours: 24 hours

Training Description

This course aims to equip government technical staff with fundamental concepts and principles on monitoring and evaluation for programs and projects, including applicable tools.



Training Fee

Php 9,000.00 per participant

Nomination form

bit.ly/2024DAPME-NomForm



Deadline of Nomination

September 30, 2024



Deadline of Payment

October 7, 2024

For inquiries and submission of nomination forms

email us at cfg-pro-gse3@dap.edu.ph



Development Academy of the Philippines



dap.edu.ph



development academy of the philippines
CENTER FOR GOVERNANCE



BAGONG PILIPINAS

Course on Advanced Monitoring and Evaluation

November 11-22, 2024 via Zoom

Credit Training Hours: 40 hours

Training Description

The course aims to deepen the knowledge and skills of participants on program and policy monitoring and evaluation through in-depth discussions of appropriate research methodologies.



Training Fee

Php 15,000.00 per participant



Nomination form

bit.ly/2024DAPME-NomForm



Deadline of Nomination

October 21, 2024



Deadline of Payment

October 28, 2024

For inquiries and submission of nomination forms

email us at cfg-pro-gse3@dap.edu.ph



Development Academy of the Philippines



dap.edu.ph