



REQUEST FOR CVIF-DLP TRAINING

Please accomplish this request form, scan and send to cvifdlp@gmail.com

YOUR DETAILS *(Requestor)*

Date	
Name	
Designation	
Address	
Telephone/Mobile no.	
Email address	
How did you learn about the CVIF-DLP?	

YOUR REQUEST

For which school/organization will the training be?	
Complete address of the school/organization	
Contact person of the school/organization if different from Requestor:	
Name	
Designation	
Address	
Telephone/Mobile no.	
Email address	
Profile of training participants (e.g. School Principal, Teachers, Employees, etc.)	
Target number of training participants	
Proposed venue of the training	
Proposed dates of the 2-day training	
Proposed CVIF-DLP Ambassador, if known	
Who is the sponsor of the training?	
Ambassadors' honoraria, meals, transportation and board and lodging <i>(if applicable)</i>	
Training materials	
Venue of the training	
Meals of participants	

All personal information provided by or about you will be treated strictly in terms of the Data Protection Act 2012. This means that confidentiality will be respected and that measures will be taken to prevent unauthorized disclosure.

For your guidance, a standard CVIF-DLP training:

- Runs for 2 full days, excluding travel
- Is conducted by 1 Senior Ambassador and 1-2 Junior Ambassadors

Ambassador's Rate Card:

- Senior Ambassador: Php 5,000 per day + meals, transportation and board and lodging (if applicable)
- Junior Ambassador: Php 3,000 per day + meals, transportation and board and lodging (if applicable)

THINGS TO REMEMBER FOR THE TRAINING (Once the training has been approved)

1. Print training materials c/o the CVIF-DLP Ambassador
2. Secure an attendance sheet (prescribed attendance sheet is enclosed and can be downloaded from www.bit.ly/cvifdlp) because this will be sent to Smart for tracking purposes
3. Join the DLP Facebook group at www.facebook.com/DynamicLearningProgram and ask participants to join the group
4. Take pictures of the training because these will be posted in the Facebook group after the training
5. Distribute training evaluation forms at the end of the training. These can be kept by requestor or point person or CVIF-DLP Ambassador for reference (prescribed evaluation form is enclosed and can be downloaded from www.bit.ly/cvifdlp)
6. *Optional:* Provide training participation certificates (prescribed certificate template is enclosed and can be downloaded from www.bit.ly/cvifdlp)

AFTER THE TRAINING

1. Email the following to Smart Communications, Inc. at cvifdlp@gmail.com
 - Final training report (form enclosed and emailed to the requestor or point person)
 - Copy of attendance sheet
2. Post pictures of the training at the DLP Facebook group at www.facebook.com/DynamicLearningProgram

STANDARD FORMS (Enclosed and available for download at www.bit.ly/cvifdlp)

1. Training Request Form
2. Attendance Sheet
3. Certificate
4. Evaluation Form
5. Post-training Report Form



POST CVIF-DLP TRAINING REPORT

Please accomplish this form, scan and send to together with a copy of the attendance sheet to cvifdlp@gmail.com

School or Deped Division or organization that underwent the CVIF-DLP training	
Final Dates of Training	
Final Venue of Training	
Final Number of participants	
Profile of participants	
CVIF-DLP Ambassador who conducted the training	
Training outputs (e.g. 40 learning activity sheets for Math and Science)	
General plan of CVIF-DLP implementation	

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