



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**  
No. 152, s. 2022

**March 15, 2022**


**GENERAL GUIDING PRINCIPLES AND POLICIES OF THE LEARNING  
& DEVELOPMENT (L&D) INTERVENTIONS**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
All Public School Heads  
All Public School Teachers  
All Program Holders  
All SDO Personnel

1. These are in references to CSC Memorandum Circular Number 25 series of 2003, re: General Guiding Principles and Policies and the customized/adopted policies of this Division, issued to provide for more rationalized policies and efficient processes and procedures in developing the skills, knowledge, and attitudes of the Department staff at all levels of governance through various local and foreign scholarships/trainings and other career development programs and activities.
2. The following are the General Guiding Principles and Policies of the Learning & Development (L&D) Interventions:
  - A. There shall be no discrimination in the selection of candidates on account of age, gender, civil status, disability, religion, ethnicity or political affiliation unless specifically indicated in the training course or by the sponsoring agency;
  - B. There shall be an equitable distribution of scholarships and trainings and development opportunities among officials and employees both regular and contractual and across central, regional offices, and school's division offices, in this wise, DepEd – Digos City Division;
  - C. The most deserving and qualified candidates especially those with sustained VS ratings and those who have not availed of any scholarships/trainings, are given opportunity and priority to ensure the equitable distribution of career opportunities.
  - D. All invitations to local scholarships, foreign academic scholarships, foreign trainings, short-term courses conducted abroad and other career development programs such as study tours, internships and other agency-sponsored research to be done in other country as well as other development undertakings, shall pass through the Committee for deliberation.
  - E. Participation to ministerial meetings and conferences, fora and symposia related to the international commitments of the Department shall no longer undergo the PDC deliberation.



- F. The employee or official is also clear with the scholarship/training requirements such as complied with the service obligation from previous training grants, has no pending scholarship nomination, has no pending administrative or criminal case, has submitted the required post travel reports and re-entry plan.
  - G. The HRD and PDC Secretariat shall prepare the following reports collected/gathered/obtained from the Program Holders on Learning and Development, capabilities and trainings using the following templates: L&D Plan, L&D Report, Terminal Activity Report (TAR), Learning Action Plan (LAP), and Review Mechanism.
  - H. In coordination with the HRD and PDC Secretariat, the Program Holders randomly select from the participants of the activities for the Review Mechanism of the L&D interventions.
  - I. The SEPS-HRD shall be responsible in preparing and encoding the activities in the Calendar of Activities together with the necessary information needed like the time, link, a copy of the memorandum for ready reference, the materials/references and other important information of the said activities.
3. For information, dissemination, and compliance.

  
**CRISTY C. EPE** 3/16/22  
Schools Division Superintendent  
*03/15/22*

Schools Division Office - Digos City  
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