



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

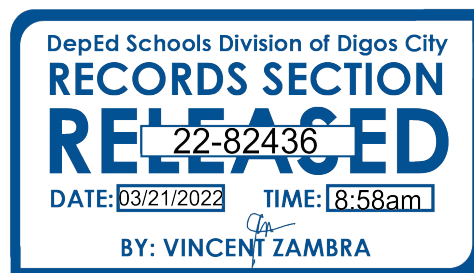
DIVISION MEMORANDUM
No. 161, s. 2022


March 2, 2022

2022 SDO LEARNING AND DEVELOPMENT PLAN

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Unit/Section Heads
SGOD Personnel
All Program Holders

1. A Learning and Development Plan is a strategy that helps to engage employees with their work. It eventually enhances the productivity, performance, and creativity of employees and improves the organization's financial, and outcomes. Learning involves acquiring knowledge and skills to perform the tasks required by a job. Development refers to increasing an employee's knowledge horizon in line with personal and organizational goals (<https://www.apty.io/blog/learning-and-development-plan>). This Learning and Development Plan is aligned with the CSC-PRIME HRM Recognition and Accreditation.
2. Below is the link where to encode the Learning and Development Plan per office (SGOD, CID, and OSDs):
<https://docs.google.com/spreadsheets/d/1PzPOCdF-tiv5LCzwVCUrK9IRhWoaO6bJKTzecS8tmYk/edit?usp=sharing>
3. Activities that were conducted in January and February 2022 will be reflected in the said plan. Sample activities were encoded for ready reference.
4. From the plan, only those with approved WFP, Project Designs, Division Memoranda/Advisories shall be reflected in the 2022 Monthly Calendar of Activities.
5. For information, guidance, and compliance.




CRISTY C. EPE
Schools Division Superintendent
03/02/2022



