



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

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**DIVISION MEMORANDUM**  
No. 176, s. 2022

**March 30, 2022**

**ORIENTATION OF THE L&D PROCESS, DUTIES, RESPONSIBILITIES AND  
CUSTOMIZED TEMPLATES RELATIVE TO PRIME-HRM  
LEVEL OF ACCREDITATION**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Unit/Section Heads  
SGOD Personnel  
Public School Heads  
Public School Teachers  
All Others Concerned

1. As the Civil Service Commission strives to be the Asia's leading center on Strategic Human Resource and Organizational Development by 2030, the need to establish a Competency-Based Learning and Development (L&D) Plan that aligns to the CSC's goals and aspiration becomes strategic and highly important. L&D interventions provide a strategic alignment between the CSC workforce's individual learning and development goals with the goals of the organization.
2. A competency-based L&D plan helps executives/managers/supervisors see a clear line of sight between organizational goals, the competencies the DepEd workforce needs to demonstrate and what they as executives/managers/supervisors need to carry out to encourage and support the acquisition and demonstration of these behaviors. An evidence-based and carefully designed plan for L&D helps attract as well as retain the needed talents in the agency and keep them motivated in pursuing performance and service excellence (<http://www.csc.gov.ph/phocadownload/ldplan.pdf>).
3. This Office thru the Learning and Development Team shall conduct orientation to all key human resources in the Division Office and in the District and Schools. The orientation aims to:
  - a. Orient HRMO staff and all other committees, key human resources holding supervisory functions in the division office and in the districts and schools on the division's L&D Policy, particularly how such policy addresses the peculiar circumstances of the division;

- b. Orient L&D staff and all key human resources holding supervisory functions in the division office and in the districts and schools on the functions of the L&D committee and the manner it evaluates various documents and ERs relative to L&D activities;
  - c. Enable the HRMO, managers and supervisors and all other committees to explain how L&D policies and processes meet the division's requirements; and
  - d. Enable the L&D committee, the managers, and supervisors to describe the functions of the L&D and how it utilizes various documents and ERs relative to L&D activities with the customized templates.
4. This orientation will be conducted on **April 13, 2022 (Wednesday) at 8:30am-11:45am thru Streamyard and streaming live via DepEd Digos City Facebook Page.**
  5. The participants of the said activity are the following: All SDO Personnel, Public School Heads, Public School Teachers, and all Non-Teaching Personnel (school and non-school based).
  6. Attached is the Indicative Program of Activities for ready reference.
  7. For information, guidance, and compliance.

  
**CRISTY C. EPE**

Schools Division Superintendent  
03/30/2022

*3/31/22*

DepEd Schools Division of Digos City  
RECORDS SECTION

RECORDED  
82896  
DATE: 31 MAR 2022 TIME: 9:11 AM  
BY: *[Signature]*

Indicative Program of Activities  
 Orientation of the L&D Process, Duties, Responsibilities and Customized Templates  
 Relative to PRIME-HRM Accreditation  
 April 13, 2022  
 8:30am-11:45am  
 Thru Streamyard and via FB Live

<b>* TIME</b>	<b>ACTIVITY</b>	<b>PERSONS INVOLVED</b>
8:30-9:00	Preliminaries -Lupang Hinirang -Prayer -Regional Hymn -Digos City Hymn -Welcome Message  -Message  -Rationale	L&D Team  Basilio P. Mana-ay, Jr. ASDS Cristy C. Epe SDS Sollie B. Oliver, JD, MATE Chief ES SGOD L&D Chairperson
9:00-11:00	Orientation Proper -PDC -L&D Policy with EOP -Templates 1. IDP 2. LNA 3. L&D Plan 4. L&D Report 5. L&D Evaluation 6. Learning Action Plan 7.L&D Monitoring Report 8.Learning Service Providers 9.Learning Service Providers (Individual) 10.Learning Service Providers (Internal) 11.Training Activity Plan 12.Terminal Activity Report 13.Customized Learning Materials 14.Facilitators Guide 15.Use of Technology 16.Review Mechanism	Ida I. Juezan Sollie B. Oliver  Cherrie Anne B. Bohol Ronald B. Dedace Ronald B. Dedace Ronald B. Dedace Julie Anne P. Ampa Ida I. Juezan Julie Anne P. Ampa Jasmine Asarak  Jasmine Asarak  Jasmine Asarak  Airon Alejandro Airon Alejandro  Helen Casimiro  Helen Casimiro Peter Jason Senarillos Ida I. Juezan
11:00-11:40	Agreements -Preparation and collection of ERs	L&D Team
11:30-11:45	Closing Remarks	Ida I. Juezan
Virtual Host: April Alcalá		