



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

DIVISION MEMORANDUM
No. 354, s. 2022

April 20, 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. In reference to CSC Memorandum Circular Number 25 series of 2003, re: General Guiding Principles and Policies and the adopted learning and development policies of this Division issued to provide 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. 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 the following:
 - age,
 - age shall not be a basis for participation in Learning and Development activities unless it is intended by the objectives of the training. Provisions shall be available for personnel who have special needs due to their advanced age;
 - gender,
 - in line with Republic Act 9710, the Magna Carta of Women, the participation and representation of women, as well as the provision of equal opportunities shall be ensured. Equal access to trainings, career advancement and leadership positions shall be open to women;
 - persons of different sexual orientation, gender identity, and gender expression (SOGIE) shall not be discriminated;



- civil status,
 - civil status shall not be a consideration in the selection of participants to activities;
- disability,
 - the rights of Persons With Disabilities (PWD) shall be protected in adherence to the provisions of Republic Act 7277, also known as the “Magna Carta of Disabled Persons”. Their special needs for mobility shall be considered as provided for in Batas Pambansa Bilang 344 (Accessibility Law);
- religion,
 - no personnel shall be refused participation in Learning and Development activities by reason of religious beliefs. Consideration should be given to religious observances and restrictions in the design and environment of training activities;
- ethnicity,
 - equal protection and non-discrimination shall be accorded to members of indigenous cultural communities by adhering to the policies on respect for culture and social justice as contained in Republic Act 8371, the Indigenous Peoples’ Rights Act of 1997;
- political affiliation
 - no personnel shall be denied participation in Learning and Development activities by reason of political affiliation;

unless specifically indicated in the training course or by the sponsoring agency. In addition, the same principle shall be applied in the conduct or implementation of the L&D activities;

- 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 Very Satisfactory (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 both hard and soft copies 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
Schools Division Superintendent

4/20/22

DepEd Schools Division of Digos City
RECORDS SECTION

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