



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

DIVISION MEMORANDUM
No. 445, s. 2022

July 11, 2022

**RE-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
SDO Program Holders

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 re-orientation to all key human resources in the Division Office and in the District and Schools. The re-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 ER's 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 ER's relative to L&D activities with the customized templates.
4. This re-orientation will be conducted on **July 18, 2022 (Monday) at 1:30pm-4:15pm at Digos City National High School- AVR.**
 5. Attached is the Indicative Program of Activities for ready reference.
 6. For information, guidance, and compliance.


CRISTY C. EPE

Schools Division Superintendent 

07/11/22

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-87828
DATE: JUL 13 2022 TIME: 9:53 am

BY: 

Indicative Program of Activities
 Re-Orientation of the L&D Process, Duties, Responsibilities and Customized Templates
 Relative to PRIME-HRM Accreditation
 July 18, 2022
 1:30pm-4:15pm
 DiCNHS-AVR

TIME	ACTIVITY	PERSONS INVOLVED
1:30-2:00	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
2:00-3:45	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
3:45-4:00	Agreements -Preparation and collection of ERs	L&D Team
4:00-4:10	Closing Remarks	Ida I. Juezan
4:10-4:15	Closing Prayer	AVP
Host: April Rose Alcala		

LIST OF PARTICIPANTS

1. SDS
2. ASDS
3. L&D TEAM-11
4. L&D Internal Audit-2
5. CID CHIEF
6. EPSs-10
7. PSDSs-9