



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
SGOD-2023- 525

To: : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public School Heads
Public School Teachers

Subject : **ATTENDANCE TO INVITATION TO LEARNING AND DEVELOPMENT
PLANNING PROGRAM OF THE CIVIL SERVICE COMMISSION**

Date : November 13, 2023

This is in reference to Regional Memorandum HRDD-2023-290 dated November 10, 2023 signed by Rebonfamil R. Baguio, Director III, re: Invitation to Learning and Development Planning Program of the Civil Service Commission which will be conducted on November 16 and 21, 2023.

This Office interposes no objection to one's participation in the above-mentioned activity and that the said participation of DepEd Personnel is voluntary in nature and on official time only. Adherence to the policy on "No Disruption of Classes" per DepEd Order No. 9, s. 2005 entitled "Instituting Measures to Increase Engaged Time-on-Task must be observed.

All other details are found in the enclosures.

For the dissemination and information.

Melanie P. Estacio
MELANIE P. ESTACIO

OIC-Schools Division Superintendent *[Signature]*

DepEd Schools Division of Digos City
RECORDS SECTION

23-111835
RELEASED
DATE: NOV 14 2023 TIME: 1:17 pm
BY: *[Signature]*

Enclosed: As stated
SGOD/jsa



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph

RECORDS

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Republic of the Philippines
Department of Education
DAVAO REGION

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Office of the Regional Director

REGIONAL MEMORANDUM

HRDD-2023-290

To : Assistant Regional Director
Schools Division Superintendents

Subject: INVITATION TO LEARNING AND DEVELOPMENT PLANNING
PROGRAM OF THE CIVIL SERVICE COMMISSION

Date : November 10, 2023

This has reference to the letter of the Civil Service Commission on the ONLINE LEARNING AND DEVELOPMENT PLANNING PROGRAM which will be conducted on November 16 and 21, 2023. Attached is the email dated November 10, 2023 for reference and information.

For immediate dissemination.

ALLAN G. FARNAZO
Director IV

By the Authority of the Regional Director

Enclosed: As Stated.

ROH5/mbt

REBONFAMIL R. BAGUIO
Director III 10 NOV 2023

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: *[Signature]*
Date: *Nov. 13, 2023*
25551



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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DepEd XI Davao Region <region11@deped.gov.ph>

Invitation for Learning and Development Planning | November 16 & 21, 2023

1 message

CSC CSI <csi.trainingdev@gmail.com>
Bcc: region11@deped.gov.ph

Fri, Nov 10, 2023 at 8:09 AM

RECEIVED

10 NOV 2023

9:24

GREAT NEWS FROM THE CIVIL SERVICE INSTITUTE!

Text

HOME

L & D CALENDAR

CSC WEBSITE

CSI WEBSITE



YOU ARE INVITED!

Greetings from the Civil Service Institute!

We are inviting you to LEARNING AND DEVELOPMENT PLANNING PROGRAM this coming November 16 and 21, 2023

Scroll below for the course's brief description.

Thank you and See you there!

LEARNING AND DEVELOPMENT PLANNING

WHEN:

11/16/2023 @ 8:00 am – 11/21/2023 @ 5:00 pm

WHERE:

On-line via Zoom Application

COST:

PHP 3,200.00

CONTACT:

□ Email (<mailto:cscsildplanning@gmail.com>)

Course Description

This course shall enable Learning and Development Practitioners to acquire competencies which will help them translate Learning Needs Analysis results into learning interventions and prioritize and schedule them for implementation.

It will also enable participants to develop an HR Development Plan with recommended learning and training development interventions that support the pursuit of their respective organizations' strategic directions.

Target Participants

HR Practitioners from NGAs, LGUs, GOCCs, LWDs and SUCs

Performance Objective

Participants shall be able to prepare a learning and development plan by determining learning needs and prioritizing learning interventions designed to build workplace capabilities in pursuit of strategic directions and achievement of organizational objectives.

Learning Objectives

Specifically, by the end of this course the participants shall be able to:

1. Discuss the need to prepare Learning and Development Plans to build workforce capabilities
2. Analyze organization level learning needs through data gathering methodologies, instruments and analytical tools;
3. Prioritize course offering into an implementation matrix and supported by a communication plan;
4. Determine the delivery mode of the L&D Plan, in consideration of the next normal
5. Prepare and commit to implement an action plan applying learning in the workplace

Course Outline

16 & 21 November 2023, 8:00 a.m. – 5:00 p.m.

Module Title	Output
Module 1: Introduction to Learning and Development Plans	Reflection
Module 2: Identifying and analyzing learning needs (LNA)	Data Collection for LNA
Module 3: Identifying, Prioritizing and Scheduling Courses	Prioritized Intervention and Mode of Learning
Module 4: Choosing the delivery style and mode of implementation of the L&D Plan	Updated Plan to Develop an L&D Plan
Integration/Action Planning	L&D Plan Action Plan

NOTE: A certificate of completion with 16 leadership and management training hours will be given to participants who have successfully completed the whole online course including the course outputs.

[CLICK HERE](#)
To Register