



SGOD

Republic of the Philippines



Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

August 08, 2023

DIVISION MEMORANDUM
OSDS-SGOD-DM- 310 s. 2023

**LEARNING AND DEVELOPMENT PASSBOOK
FOR DEPED CATANDUANES PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-charge of the Districts
Elementary and Secondary School Heads

1. In reference to Regional Memorandum No. 41, s. 2023 titled Learning and Development Passbook for DepEd Region V Personnel, this Office adapts the use of L&D Passbook by all DepEd Catanduanes Personnel in documenting their learning and development interventions, once this memorandum is released.
2. It is emphasize that the L&D Passbook must be coherent with the needs identified by the personnel in their respective Individual Development Plan (IDP), which is the Part IV of their Individual Performance Commitment and Review Form (IPCRF) and must be used on the results of the electronic self-assessment tool (e-SAT) for teachers.
3. The L&D Passbook shall be presented by the participant to program owner upon his or her attendance to the L&D engagements.
4. Expenses relative to the utilization of this L&D Passbook shall be charged to HRD fund, School MOOE or other local funds subject to the usual accounting and auditing rules and regulations.
5. The template of this L&D Passbook can be accessed through <https://tinyurl.com/LDPASSBOOK>.
6. Attached herewith is the Regional Memorandum and other important details.
7. For information, dissemination, and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

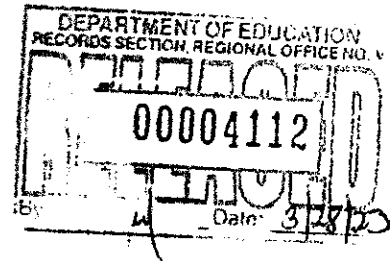
OSDS-SGOD-DM___-2023/ LEARNING AND DEVELOPMENT PASSBOOK FOR DEPED CATANDUANES PERSONNEL



San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo-Region V - Catanduanes



Republic of the Philippines
Department of Education
REGION V - BICOL



March 27, 2023

REGIONAL MEMORANDUM

No. 41, s. 2023

**LEARNING AND DEVELOPMENT PASSBOOK
FOR DEPED REGION V PERSONNEL**

**To: Assistant Regional Director
Schools Division Superintendents
Chief of the Functional and Support Divisions, *this Office*
All others concerned**

1. In order to effectively and efficiently implement performance management in the DepEd Region V, in which it leads to providing relevant, responsive, meaningful and useful learning and development interventions to personnel, to enhance their attitude, skills and knowledge to enable them to perform their functions effectively, this Office directs DepEd Region V personnel to utilize the attached **Learning and Development (L&D) Passbook** in monitoring the performance of the employees vis-à-vis with the learning and development activities and priorities they are engaged with.
2. Pursuant to DepEd Order No. 32, s. 2011 on Policies and Guidelines on Training and Development, DepEd Order No. 50, s. 2020 on DepEd Professional Development Priorities for Teachers and School Leaders for School Year 2020-2023 and DepEd Order No. 7, s. 2023 on Guidelines on Recruitment, Selection and Appointment in the Department of Education, this L&D Passbook shall be used for listing priority individual development needs of the employees and the corresponding L&D activities attended by the personnel.
3. During the learning and development engagement, Head of Offices or the immediate supervisors shall sign the L&D Passbook.
4. The L&D Passbook must be in coherent with the needs identified by the personnel in their respective Individual Development Plan (IDP), which is Part IV of their Individual Performance Commitment and Review Form (IPCRF) and must also be used on the results of the electronic self-assessment tool (e-sat) for teachers.
5. The L&D Passbook shall be presented by the participant to program owner upon his or her attendance to the L&D engagements.
6. On the utilization of this L&D passbook, the immediate supervisor of the participant or attendee shall sign after, indicating their remarks which must reflect the workplace application of the addressed competency, thereby improving the employee's performance at work.
7. All DepEd employees in DepEd Region V must keep their L&D Passbook updated as its content will be one of the bases in tracking employees' performance in the Performance



Regional Center Site, Rawis, Legazpi City 4500

☎ 0969 516 9555

✉ region5@deped.gov.ph

Monitoring and Coaching during the RPMS cycle and can be used to document the Learning and Development Application as part of the criteria in the new guidelines on recruitment, selection and appointment in the Department of Education.

8. Learning and development activities attended outside DepEd must be included in the passbook.

9. Expenses relative to the utilization of this L&D Passbook shall be charged from HRD fund, MOOE or other local funds subject to the usual accounting and auditing rules and regulations.

10. The template of this L&D Passbook can be accessed through [www.deped.gov.ph](#).

11. Immediate dissemination of and compliance with this Memorandum is desired.


GILBERT A. SADSAD
Regional Director

Enclosures as stated

To be included in the Perpetual Index
under the following subjects:

Performance Management
Learning and Development
Personnel Development
Performance Tracking System
Result-based Performance Management System


HRDD/JBLC/SMN



Learning & Development Passbook



This document will track your learning and development engagements to address your competency gaps that surfaced in your Individual Development Plan (IDP).

 Photo	Office/ Station _____
	Position _____
	Rating Period _____
	Area of Specialization _____
	Age and Sex _____
Name: _____	

Individual Learning and Development Needs

Learning & Development Passbook

LEARNING AND DEVELOPMENT ATTENDED:
Title of L&D Activity:

Date:	Venue:	Modality: Formal Training Job-Embedded Learning Mentorship/Coaching Learning Learning Action Cell
Addressed Competency/ies:	Type of L&D: Competency Technical Others, please specify	Participation approved by:
Conducted by:		

WORKPLACE APPLICATION:

Attestation
Signature of Supervisor/Manager/Competency Officer

REFLECTION: