



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

3 October 2024

DIVISION MEMORANDUM
No. 491, s. 2024


REITERATION OF LEARNING AND DEVELOPMENT (L & D) PROCESS AND TEMPLATES

To: Assistant Schools Division Superintendents
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Division Unit and Section Heads
Public Schools District Supervisors/ In-Charge of the Districts
Public Elementary and Secondary School Heads
All Others Concerned

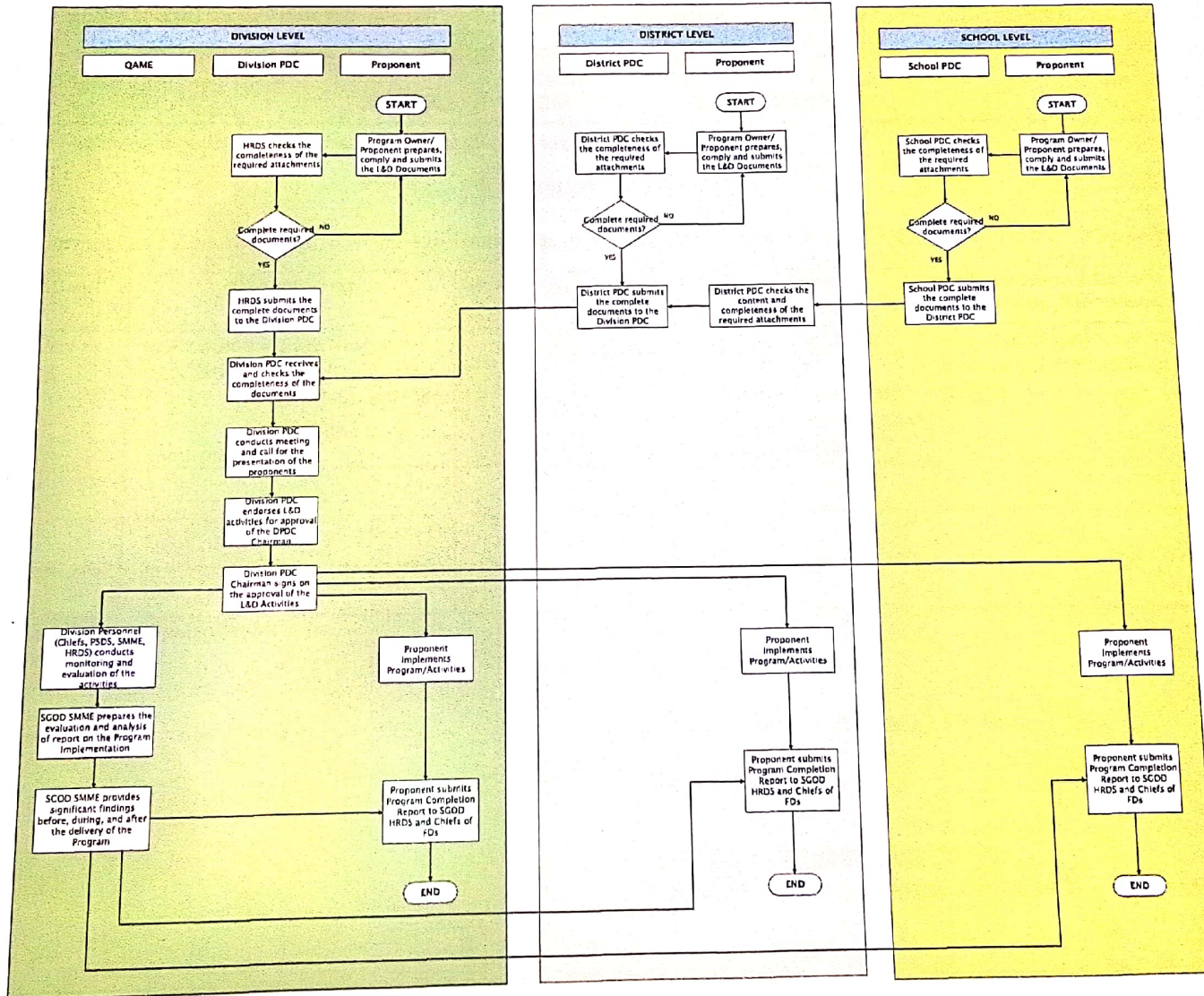
1. In reference to the existing Learning and Development Policy Manual of SDO Catanduanes, which is articulated in Division Memorandum No. 126 s. 2024, this Office reiterates the use of Learning and Development templates for the implementation of Learning and Development programs and activities conducted in schools, districts, and in the SDO.
2. The following procedures will be followed:
 - a. All proposals for Learning and Development from Teachers, Non- Teaching Personnel and School Heads should be submitted to the **District Personnel Development Committee (DiPDC)**.
 - b. After the review of DiPDC, this will be forwarded to the Division Personnel Development Committee (DPDC) through the Human Resource and Development Section (HRDS) for review and evaluation to ensure the quality and comprehensiveness of the documents.
 - c. The Division Personnel Development Committee (DPDC) will propose recommendations to the Schools Division Superintendent for approval. Be it noted that all proposals submitted in this office must be reviewed by the Personnel Development Committee as stated in Division Memorandum 261 s. 2024.
3. To facilitate and ensure that the learning and Development programs will be conducted properly and in compliance with the L & D processes, please refer to the enclosures to this memorandum. Likewise, completion report is a requirement in any L & D programs conducted.

Enclosure A- Flow of Learning and Development Processes
Enclosure B- Learning and Development Templates
Enclosure B.1- Learning Needs Assessment Analysis (Summary Report)
Enclosure B.2- Activity Proposal
Enclosure B.3- Instructional Design with QA Slide Decks & Session Guides
Enclosure B.4- Training Activity Plan
Enclosure B.5- List of Participants
Enclosure B.6- Completion Report
Enclosure C - Timetable of Activities

4. The templates may be accessed through this link: <https://bit.ly/LDRequirements>.
5. For widest dissemination, guidance, and strict compliance.


CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

LEARNING AND DEVELOPMENT PROCESS - APPLICATION OF LEARNING AND DEVELOPMENT (FORMAL LEARNING)





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Enclosure B.1 of DM 491 2024 - Learning Needs Assessment Analysis (Summary Report)

LEARNING NEEDS ANALYSIS

I. Below are human resource organizational development needs based on organization priorities and concerns. Tick () appropriate column.

Name of Employee	Competencies	Description	Seriousness	Urgent	Growth Potential	Recommendation / Proposed Intervention	Remarks
Example: Juan S. Dela Cruz	Draft an official memorandum	As an administrative support staff, the employee is expected to be knowledgeable in drafting an official and formal memorandum	✓	✓	Once trained in drafting memorandum he could be of great aid to the office	Attend Basic Correspondence training course online or face to face	As soon as possible

Attachments: L&D Unit Plan, IPCRF-Individual Development Plan

Prepared by:

Unit Head/Immediate Supervisor/Department Head

Recommending Approval:

ASDS

Noted by:

School Head/Functional Division Chief

Approved:

CECILE C. FERRO, CESO VI

ASDS, Officer-In-Charge, Office of the Schools Division Superintendent



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Enclosure B.2 in DM No. 491 2024

ACTIVITY PROPOSAL

Title of the Activity	Type <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special	Duration: • Schedule: •
Terminal Objectives 1. Enabling Objectives 1.	Lead implementing Unit / Office	
Target and Number of Beneficiaries/Participants: TOTAL:	Partner Organization / Agencies:	
Description/Components/Activities		
Budget:	Source of Funds	



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Terms and Conditions for the Supplier

Prepared by:

Proponent

Noted by:

School Head/FD Chief

Availability of Funds:

**Finance/Budget
Officer**

Approved:

CECILE C. FERRO, CESO VI
Assistant Schools Division
Superintendent
Officer-In-Charge
Office of the Schools Division
Superintendent



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Enclosure B. 4 of DM No. 491 2024 - Training Activity Plan

TRAINING ACTIVITY PLAN

I. Title of the Program/Course/Training: _____

II. Date of Conduct: _____ Venue: _____

Time	Module Objectives (At the end of the session, participants will be able to)	Session / Activity (Indicate the title of the session/activity)	Expected Outputs (What will be produced during the session/activity)	Topic/Content Highlights (List the topics, themes, etc. to be covered in the session/activity)	Teaching/Learning Methodology (Describe how the session/activity will be conducted to achieve learning objectives)	Nominated Learning Facilitator (Name of Resource Person)	Resources Needed (venue, materials, equipment etc.)

Prepared by: _____

Noted by: _____

Proponent _____

School Head/Functional Division Chief _____



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Enclosure B.6 of DM 491, 2024

PROGRAM COMPLETION REPORT

Program Title:	Title of the Program/Project					
Facilitator(s):	Program Management Team 1. Juan A. Dela Cruz 2. Mica L. Reyes Learning Facilitators 1. Rico D. Santos 2. Mary Ann R. Vargas					
Location and Venue:						
Duration:	In days or hours					
Date:	Inclusive Dates					
Target Participants	Example By job group: <ul style="list-style-type: none"> • Teachers 1-3 = 40 • Master Teachers = 15 • School Heads = 2 • Supervisors = 1 • Non-teaching personnel = 2 Total: 60					
Attendance	Male	12	Female	23	Total	35
	<i>See attached Attendance Sheet</i>					



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Executive Summary Program Objectives	
Program Schedule / Matrix / Design	
Key Results	Key Results Area targeted: <ul style="list-style-type: none">
Resources / Materials	<ul style="list-style-type: none">
M&E Analysis	<ul style="list-style-type: none">See attached End-of-Program Evaluation Analysis



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<p>General Comments and Issues Encountered</p>	<p>In this section make any general comments about the program and identify any issues encountered in relation to:</p> <ul style="list-style-type: none"> • Its delivery <ul style="list-style-type: none"> ◦ • Its management <ul style="list-style-type: none"> ◦ • Other Issues
<p>Recommendations</p>	<ul style="list-style-type: none"> •
<p>Financial Report</p>	
<p>Program Completion Report Attachments</p>	
Attachment 1	<input checked="" type="checkbox"/> Activity Proposal signed by SDS
Attachment 2	<input checked="" type="checkbox"/> Program Schedule / Training Matrix
Attachment 3	<input checked="" type="checkbox"/> Breakdown of Expenses/Purchase Request/Purchase Order
Attachment 4	<input checked="" type="checkbox"/> Daily Attendance Sheet
Attachment 5	<input checked="" type="checkbox"/> Released memorandum and advisories
Attachment 6	<input checked="" type="checkbox"/> Photo Documentation
Attachment 7	<input checked="" type="checkbox"/> Daily Evaluation Result / M&E Analysis
Attachment 8	<input checked="" type="checkbox"/> Comparative results of pre-test and post-test
Attachment 9	<input checked="" type="checkbox"/> PD Compliance Monitoring Tool



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