



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

February 26, 2021

DIVISION MEMORANDUM

No. 84, s. 2021

DIVISION POLICIES AND GUIDELINES ON LEARNING AND DEVELOPMENT

To: SDO Unit Heads
All Public School Heads
All Others Concerned

1. The Division of Science City of Muñoz through the School Governance and Operations Division (SGOD) – Human Resource and Development (HRD) shall conduct the following series of activities on Learning and Development (L&D) Policy/System:

Phases	Activity	Person/Unit In-charge	Timeline
Phase I	Crafting of Competency-Needs Assessment Tool	SEPS-HRD	January 2021
Phase II	Conduct of Competency-Needs Assessment for teaching, related teaching and non-teaching personnel	SEPS-HRD	February 2021
Phase III	Preparation of Learning and Development Plan	CID, SGOD, OSDS	February 2021
Phase IV	Drafting of Training Proposal, Training Design	CID, SGOD, OSDS	March 2021
Phase V	Implementation of Approved Learning and Development Programs and other activities (QAME, Pre-Test and Post-Test)	CID, SGOD, OSDS	April to December 2021
Phase VI	Preparation/Compilation of Activity Completion Report (Memo, Proposal, Training Design, Attendance, QAME, Pre-Test, Post-Test, Documentation, etc.)	CID, SGOD, OSDS	1 week after the implementation of each program
Phase VII	Quarterly Monitoring of Implemented L&D Program and submission of report	CID, SGOD, OSDS, Schools	Quarterly
Phase VIII	Preparation/Implementation of L&D Intervention	CID, SGOD, OSDS, Schools	Quarterly/As Needed

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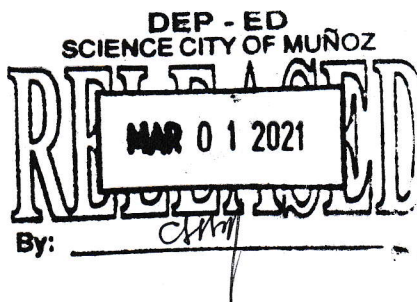
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2. Elementary and Secondary Teachers shall prepare Individual Development Plan based on Self-Assessment, and discuss with their school heads.
3. All school heads shall integrate in their Instructional Supervision Plan the preparation of School Professional Development Plan, Learning Development Intervention Plan to address the Learning Gaps through School Learning Action Cell (SLAC) and Learning and Development Evaluation Report.
4. Enclosed are the Learning and Development Templates to ensure the implementation of L&D Programs.
5. For queries, please feel free to contact LEOVAL DG. DELA CRUZ through leoval.delacruz@deped.gov.ph or at cellphone number 09260720265.
6. Immediate and wide dissemination of this Memorandum is highly desired.




DANTE G. PARUNGAO, CESO VI

Officer-in-Charge
Office of the Schools Division Superintendent

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Enclosure to Division Memorandum No. 84, s. 2021

LEARNING AND DEVELOPMENT TEMPLATES

A. TRAINING/PROGRAM DESIGN TEMPLATE

- I. **Title:**
II. **Duration:**
III. **Participants:**
IV. **Course Overview:**
V. **Professional Standards Covered:**

Domain:

Strand:

VI. Terminal Objective

At the end of the program

Enabling Objectives	Outputs
1.	
2.	
3.	

VI. Key Content

1.
2.

Date, Time, Duration	Title of the Session	Objectives	Methodology	Materials	Facilitator/s Person/s-in- Charge
Day 1					
	Opening Program				

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Date, Time, Duration	Title of the Session	Objectives	Methodology	Materials	Facilitator/s Person/s-in- Charge
		Terminal objective At the end of the session the participants Enabling objectives	Lecture, discussion with activity		
Day 2					
Day 3					

VII. Financial Projection:

EXPECTED NUMBER OF PARTICIPANTS:
PROPOSED BUDGET PER PARTICIPANTS:
SOURCE OF FUNDS:

Prepared by:

Approved:

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B. LEARNING AND DEVELOPMENT MONITORING AND EVALUATION REPORT

No.	Name of Participants	Title of Division Training/s Attended	Date	Are the acquired learnings applied in the workplace?		Means of Verification (MOVs)	Is L&D Program Effective?		Remarks (Reasons for not applying the acquired learning/ Needed Program/Others)
				Yes	No		Yes	No	

Prepared by:

Approved:

C. LEARNING AND DEVELOPMENT INTERVENTIONS 2021

No.	Title of L & D Program	Type of L&D Program: S-Supervisory T- Technical Others: (specify)	Position where Relevant (Indicate specific position where L&D is relevant)	Expected Output	Number of Training Hours	Learning Service Provider

Prepared by:

Approved:

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