



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division Office of negros oriental

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 211 , s. 2022

4 MAR 2022

UPDATES ON THE LEARNING & DEVELOPMENT (L&D) DESIGN PROCESS FLOW

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/ District In-Charge
Elementary & Secondary School Heads
Learning and Development (L&D) District Coordinators
All Others Concerned

1. This is to inform the field particularly the program owners both in the Division Office and in the Districts on the following updates in the Learning and Development Design (LDD):
 - a. Change of signatory/ies on the approval sheet (please see attached sample).
 - b. Update on the process flow, for the issuance of Monitoring and Evaluation link especially the activities/programs in the Division Office.
 - c. Reiterating that all L and D activities should have Process Observers, Quality Assurance, Technical Assistance, Monitoring and Evaluation (QATAME) as part of the Program Management Team (PMT).
2. Moreover, the Learning and Development Designs (LDDs) (please see Annex A) should be submitted at least three (3) weeks prior to the conduct of the activity. This office further reiterates that the LDDs should be **approved** prior to the conduct of the activity.
3. The activities must ensure strict compliance to the safety protocols set by the IATF. If face to face, they are to submit a clearance/ certification of approval from the local IATF granting them permission to conduct the activity.
4. Education Program Supervisors, Division Coordinators, Public Schools District Supervisors, District In-Charge, Program Owners/ District L and D Coordinators are directed to utilize the attached LDD template and upload all Learning and Development Design (LDD) in the Training Management System (TMS) fifteen (15) days prior to the conduct of the activity or before submitting the hard copy (for the district) with the link: **tms/depednodis.net**. In the same way, they are also directed to submit an Activity Completion Report (ACR) ten (10) days after the conduct of the activity to be uploaded in the same link (softcopy) or send a hard copy following the ACR template (please see attached Annex B).



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-0667 / 422-7644
Email Address:negros.oriental@deped.gov.ph

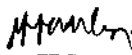
5. For postponement/rescheduling of LDD and other activities, Program owners/coordinators shall fill out the attached form on Request for Postponement/Rescheduling of L and D and other activities (Annex C)

Roles of the signatories:

SEPS-HRDS	-update the master list of training records
Planning Officer	-update and adjust PMIS
Supply Officer	-coordinate and update with supplier/s with the changes
SDS	- approval of the request

6. For Technical Assistance you may contact Ms. Iryll through (035) 225-6180.

7. For the information, guidance and compliance of all concerned.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent
5/11/24



Annex A

LEARNING & DEVELOPMENT DESIGN for

DATE:

VENUE/ MODALITY:

Prepared by:

for the

Department of Education
DIVISION OF NEGROS ORIENTAL

DATE: _____

Training Code (TMS) : _____

I. Identifying Information

Program Title : _____
Program Description : _____
Duration : _____
Management Level of Program : _____
Modality : _____
Target Participants : _____
Number of Participants : _____
Activity Code (WFP) : (for Division OffiOnly) _____
Training Code (TMS) : _____
Total Budget : _____
Source of Funds : _____

II. Rationale

At the end of the one-day orientation-workshop, it is expected that the following will be achieved:

Objectives:

- 1. _____
- 2. _____

3. _____
4. _____
5. _____

Expected Outcome/ Success Indicator:

1. _____
2. _____
3. _____
4. _____

III. The Program Content and Delivery Mode

A. The Program Content and Expected Outputs:

Date & Time	Resource Speaker/ Learning Facilitator	SESSION TITLE/Topic	SESSION OBJECTIVES	CONTENT	EXPECTED OUTPUTS

Note : Please attach Training/ activity matrix

- B. Type of Training** : _____
- Venue/ Modality** : _____
- Date** : _____
- Level** : _____

C. Methodology:

D. Details of Budgetary Requirement

Item Expenditure	No. of Persons	No. of Days	Unit Price	Total Amount
Sub-total				
Contingency (10%)				
Over All Cost				

Reviewed by:

RUBY JEAN ESTRELLITA M. BIDAURE
Division Supply Officer
(FOR DIVISION OFFICE ONLY)

School/ District Bookkeeper
(FOR SCHOOL & DISTRICT)

- (APPROVALE SHEET)- SHOULD BE ONE (1) WHOLE PAGE

Prepared by:

Submitted by:

(PDSD/DIC for district)

This Activity Design entitled " _____ " has been prepared
by _____ (Name) _____ (Position)
on _____ (Date) at _____ (place).

Recommending Approval:

Section Heads/CID/SGOD Chief Education Supervisor

MS. IRYLL MAE S. MACAHIG
Senior Education Program Specialist
Learning & Development (L & D)

KARL T. CREDO EdD
Planning Officer III

Certifying Availability of Funds:

Budget Officer III- (for Division Office)
Bookkeeper/s (for District/School Activities)

Approved:

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
 www.depednegor.net

Annex B

ACTIVITY COMPLETION REPORT

I. ACTIVITY INFORMATION	
TITLE:	
DATE:	
VENUE/MODALITY:	
TOTAL BUDGET:	
SOURCE OF FUNDS:	
PARTICIPANTS' DESCRIPTION	
TOTAL NO. OF PARTICIPANTS	
TRAINING/ACTIVITY FOCAL PERSON:	
POSITION:	
STATION:	

II. PARTICIPANTS: (* PLEASE INDICATE THE ACTUAL NUMBER OF PARTICIPANTS DURING THE TRAINING/ACTIVITY)					
A. GENERAL	ELEMENTARY	JUNIOR HIGH SCHOOL	SENIOR HIGH SCHOOL	NON-TEACHING	TOTAL
MALE					
FEMALE					

B. TEACHING	TEACHER 1	TEACHER 2	TEACHER 3	MASTER TEACHER 1	MASTER TEACHER 2	MASTER TEACHER 2	TOTAL
MALE							
FEMALE							

C. TEACHING RELATED	HEAD TEACHER 1	HEAD TEACHER 2	HEAD TEACHER 3	PRINCIPAL 1	PRINCIPAL 2	PRINCIPAL 3	PRINCIPAL 4	TOTAL
MALE								
FEMALE								

D. NON-TEACHING	ADA	ADAS	AO	REGISTRAR	GUIDANCE COUNSELOR	PDO	EPS	SEPS	DEPS
(YOU MAY MODIFY BASED ON YOUR PARTICIPANTS)									
MALE									
FEMALE									

Tel. Nos: (035)225-2838 / 225-0687/422-7844 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);
 (035)225-8180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Records Section);
 (035) 422-5283 (Admin. Section); (035) 422-0287 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections);
 (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3021 (Supply Section)



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III. RECOMMENDATIONS TO IMPROVE THE ACTIVITY/TRAINING:

IV. REQUIRED ATTACHMENTS
A. APPROVED TRAINING/ACTIVITY DESIGN
B. MEMORANDUM
C. PROGRAM & MATRIX
D. ATTENDANCE
E. LIST OF TRAINING/ACTIVITY MANAGEMENT TEAM
F. PDS OR PROFILE OF TRAINERS/FACILITATORS
G. CHECKLIST OF FACILITATION SKILLS PER SESSION
H. PICTURES IN ACTION WITH APPROPRIATE DESCRIPTION
I. COMPILED T & D- M & E FORM 1: INDIVIDUAL PROFILE TEMPLATE
J. SUMMARY OF M & E FORM 3: END OF PROGRAM ASSESSMENT
K. OUTPUTS WITH APPROPRIATE DESCRIPTION

SUBMITTED BY: (END-USER/FOCAL PERSON)	ENDORSED BY: (DIVISION CHIEF/DEPARTMENT HEAD/PSDS)
SIGNATURE OVER PRINTED NAME	SIGNATURE OVER PRINTED NAME
DATE:	DATE:

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);
 (035)225-6180 (SIGOD); (035) 322-7843 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Records Section);
 (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);
 (035) 225-7813 (E&S: Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3021 (Supply Section)



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Schools Division of Negros Oriental

Annex C

REQUEST FOR POSTPONEMENT / RESCHEDULING OF L&D AND OTHER ACTIVITIES

L&D ACTIVITY	APPROVED DATE/VENUE		CHANGED DATE/VENUE		REASONS
	DATE	VENUE	DATE	VENUE	

Requested by:

Program Owner

Noted by:

IRYLL MAE S. MACAHIG
SEPS-HRDS

KARL T. CREDO, EdD
Planning Officer III

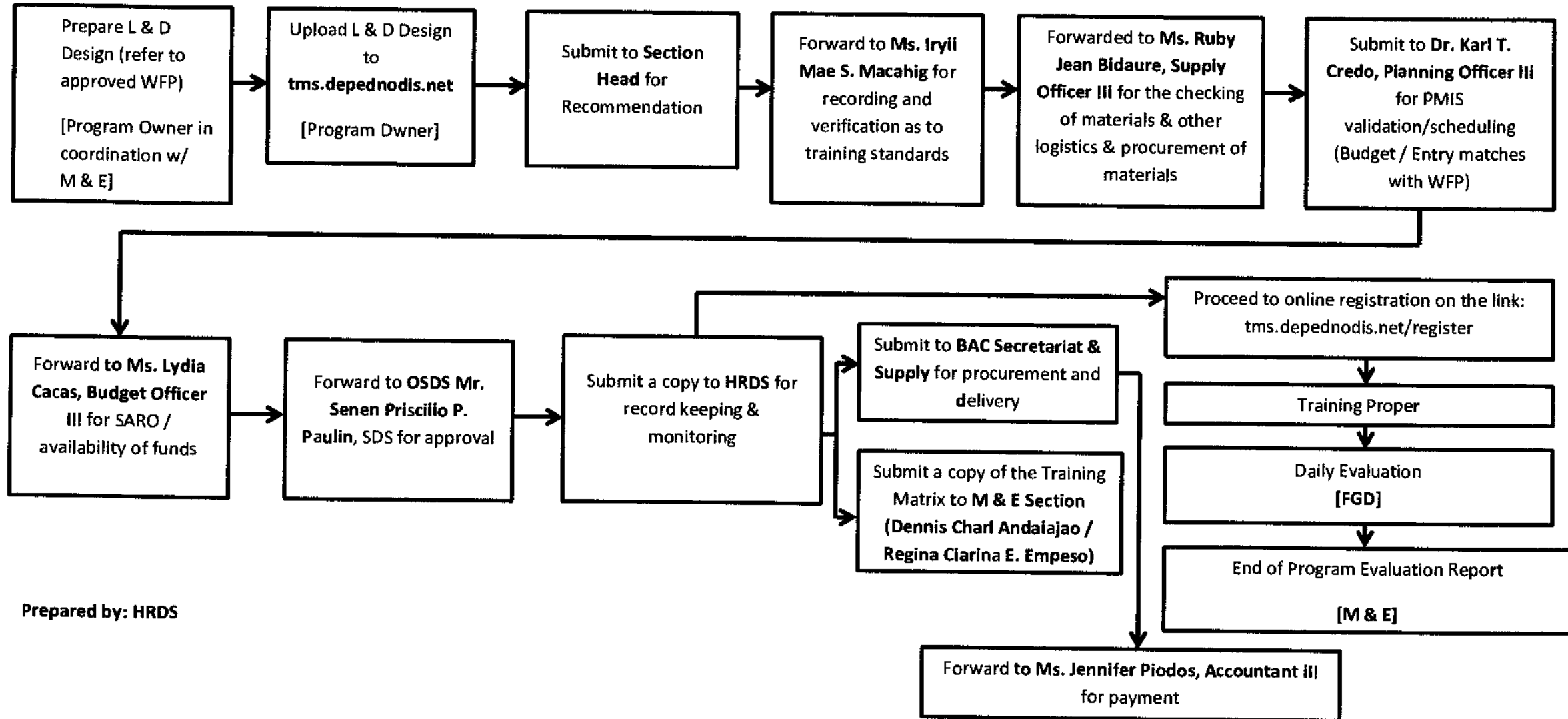
RUBY JEAN ESTRELLITA M. BIDAURE, JD
Supply Officer

APPROVED:

MR. SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

LEARNING AND DEVELOPMENT DESIGN APPROVAL PROCESS FLOW

(for Division Office)



Prepared by: HRDS

LEARNING AND DEVELOPMENT DESIGN APPROVAL PROCESS FLOW

(for District/School)

