



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

**Office of the Schools Division
Superintendent**

21 NOV 2022

DIVISION MEMORANDUM

No. 496, s. 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 to ensure all are provided with Learning and Development (L and D) opportunities in adherence with the Civil Service Commission's mandate on **Equal Opportunity Principle**.
2. This office hereby disseminates the updates of the Learning and Development Design (LDD) which will be officially used starting January 2023:
 - a. Update on the process flow, for the issuance of Monitoring and Evaluation link especially the activities/programs in the Division Office.
 - b. 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).
 - c. Additional features of the Learning and Development Design (i.e., Terminal and Enabling Objectives, Professional Development Priorities and updated M and E Plan, etc.)
3. 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.



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

4. Furthermore: there are two sets of designs/templates attached:

- a. Learning and Development Design (LDD)- be used if the participants are teaching and non-teaching personnel
- b. Activity Design (AD)- will be used if the participants are learners or others stakeholders
(both designs must use the **A4** size bond paper/bookpaper)

5. Pursuant to DO 9, s. 2005 "Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith", the prescribed number of school days (203 days for SY 2022-2023 as per DO 34, s. 2022) shall be strictly spent on engaged time-on0task. Anent this, all program owners are requested to attach a letter request addressed to the Schools Division Superintendent (SDS) indicating the mechanism/modality of the activity that it will not disrupt classes.

6. All program owners are reminded to comply with the **health and safety protocols** specifically the wearing of face mask, bringing of alcohol and observe physical distancing all throughout the conduct of the activity.

7. 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/AD template and upload all Learning and Development Design (LDD)/Activity Design (AD) 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/depednodia.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).

8. 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 (please see attached forms).

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
Bookkeeper (District)-	coordinate and update with supplier/s with the changes in Schools/district level
PSDS/DIC-	-indorsed information/communication to the SDS
SDS	- approval of the request

9. The field is hereby encouraged to check on L and D processes mentioned above and may share their inputs/recommendation/suggestions to further improve the processes in the future. You may email/ message your inputs and recommendations to the following:

Email: **depednegor.hrted@gmail.com**

Facebook page: **DepEd NegOr HRDS**

10. For Technical Assistance you may contact Ms. Iryll/Dr. Geraldine through (035) 225-6180.

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



SENEN PRISCILLO P. PAULIN, CESO IV
Schools Division Superintendent





LEARNING & DEVELOPMENT DESIGN for

DATE:

VENUE/ PLATFORM:

Prepared by:

for the

Department of Education
DIVISION OF NEGROS ORIENTAL

DATE: _____

Training Code (TMS) : _____

I. Identifying Information

Program/Activity Title : _____

Program/Activity Description : (Provide a brief description of the program)

Duration : _____

Management Level of Program : _____

Modality : _____

Target Participants : _____

Number of Participants : _____

Activity Code (WFP) : (PMIS- for Division Office Only)

Training Code (TMS) : _____

Total Budget : _____

Source of Funds : _____

II. Rationale

*300-350 minimum words
(Outline the reasons for offering this program/ activity. You should consider the need this program addresses for teachers and include an overview of how relevant and reliable research relates to the content and/or delivery of the program. Include citations in your overview. Also, provide references to the sources outlined.)*

III. Objectives:

At the end of the one-day orientation-workshop, it is expected that the following will be achieved: State the Terminal Objective/s and Enabling Objective/s of the

program/activity by referring to what participants will gain in terms of their professional knowledge, professional practice and/or professional engagement. Objectives should follow the SMART principle.)

Terminal Objectives: (*Terminal Objective is defined as what the participants will achieve upon successful completion of a program or course.*)

1. _____
2. _____

Enabling Objectives: (*Enabling Objectives are the specific objectives that support the Terminal Objective/s*)

1. _____
2. _____
3. _____

Expected Outcome/ Success Indicator/s:

1. _____
2. _____
3. _____

Professional Development Priorities

(*State the DepEd Professional Development Priorities this program covered or DM 50 s. 2020 and/or other emerging needs of the Department.*)

Teacher Participants:

1. _____
2. _____

School Heads:

1. _____
2. _____

Supervisors:

1. _____
2. _____

III. The Program Content and Delivery Mode

A. The Program Content and Expected Outputs:

Date & Time	TOPIC/ SESSION TITLE	SESSION OBJECTIVES	METHODOLOGY	ASSESSMENT STRATEGIES	EXPECTED OUTPUTS	RESOURCE PERSON/ LEARNING FACILITATOR

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
PLEASE ATTACH PR					
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)

E. MONITORING & EVALUATION PLAN

(This is a sample M and E Plan following the Kirkpatrick Evaluation Model, if you have an existing M and E Plan you may use that instead.)

Level of M & E	Indicators	Methods & Tools	Data Sources	Schedule of M & E	Persons Responsible	Support Needed	Use of M & E
Results	What will be measured?	What methods/tools will be used to collect data?	Who and/or what documents will provide data or evidence on the indicators?	When will M and E activities be undertaken?	Who will be accountable for ensuring that M and E activities are done?	What resources are needed to implement M and E activities?	Who will use the data gathered?
Behavior							
Learning							
Reaction							

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

Declaration:

I hereby declare the information provided in this Learning and Development Design is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made.

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



ACTIVITY DESIGN

for

DATE:

VENUE/ PLATFORM:

Prepared by:

for the

Department of Education
DIVISION OF NEGROS ORIENTAL

DATE: _____

Training Code (TMS) : _____

I. Identifying Information

Program/Activity Title : _____

Program/Activity : (Provide a brief description of the program)

Description : _____

Duration : _____

Management Level of Program : _____

Modality : _____

Target Participants : _____

Number of Participants : _____

Activity Code (WFP) : (PMIS- for Division Office Only)

Training Code (TMS) : _____

Total Budget : _____

Source of Funds : _____

II. Rationale

III. Objectives:

At the end of the one-day orientation-workshop, it is expected that the following will be achieved: State the Terminal Objective/s and Enabling Objective/s of the program/activity by referring to what participants will gain in terms of their professional knowledge, professional practice and/or professional engagement. Objectives should follow the SMART principle.)

Terminal Objectives: (*Terminal Objective is defined as what the participants will achieve upon successful completion of a program or course.*)

1. _____
2. _____

Enabling Objectives: (*Enabling Objectives are the specific objectives that support the Terminal Objective/s*)

1. _____
2. _____
3. _____

Expected Outcome/ Success Indicator/s:

1. _____
2. _____
3. _____

III. The Program Content and Delivery Mode

A. The Program Content and Expected Outputs:

Date & Time	TOPIC/ SESSION TITLE	SESSION OBJECTIVES	METHODOLOGY	ASSESSMENT STRATEGIES	EXPECTED OUTPUTS	RESOURCE PERSON/ LEARNING FACILITATOR

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
PLEASE ATTACH PR				
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)

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

Declaration:

I hereby declare the information provided in this Learning and Development Design is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made.

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:

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Approved:

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent



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SCHOOLS DIVISION OF NEGROS ORIENTAL

(Annex A)

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

(For Division Office)

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

Remarks: Attached is the memorandum (addendum/corrigendum) for reference.

Requested by:

Confirmed as to availability:

Program Owner

Service Provider
(Signature over printed name)

Noted by:

KARL T. CREDO, Ed D
Planning Officer III

RUBY JEAN ESTRELLITA M. BIDAURTE, JD
Supply Officer

APPROVED:

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
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(Annex B)

REQUEST FOR POSTPONEMENT / RESCHEDULING OF L&D AND OTHER ACTIVITIES
(For Schools/Districts)

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

Remarks: Attached is the memorandum (addendum/corrigendum) for reference:

Requested by:

Confirmed as to availability:

 Program Owner

 Service Provider
 (Signature over printed name)

Noted by:

MS. IRYLL MAE S. MACAHIG
 Planning Officer III

 School/ District Bookkeeper

 PSDS/DIC

APPROVED:

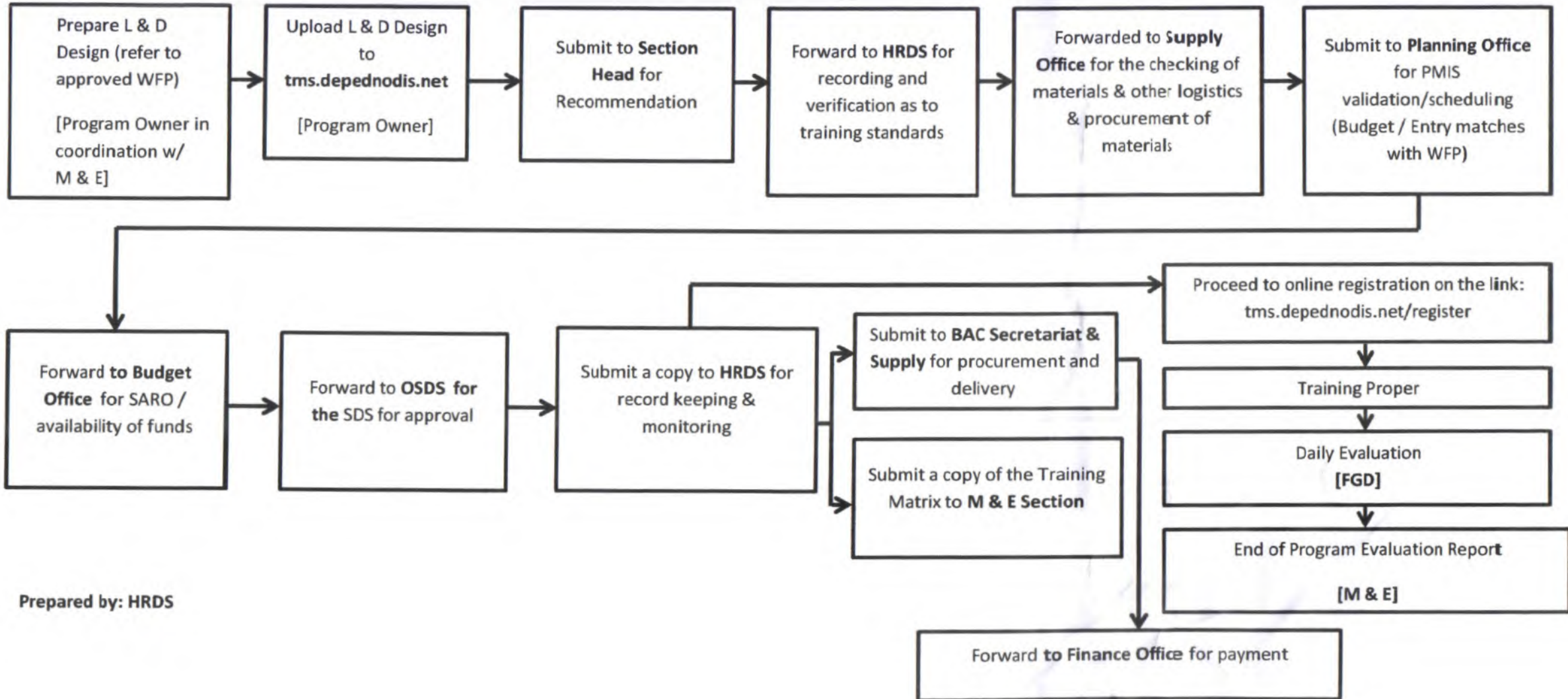
SENEN PRISCILLO P. PAULIN, CESO V
 Schools Division Superintendent



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LEARNING AND DEVELOPMENT DESIGN APPROVAL PROCESS FLOW

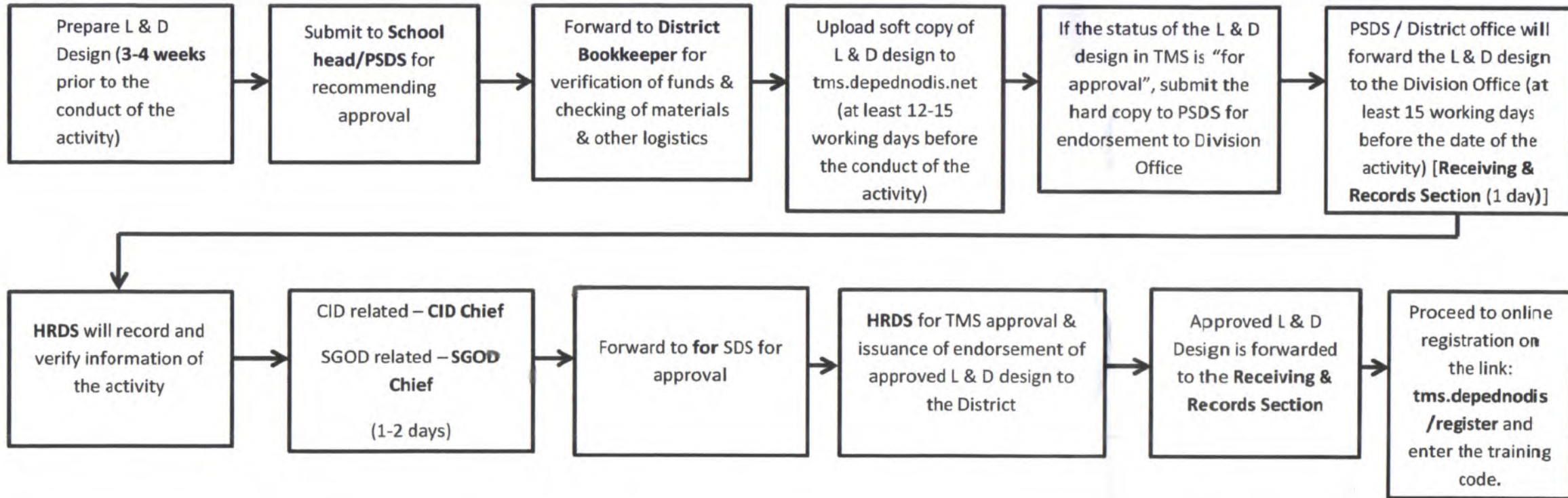
(for Division Office)



Prepared by: HRDS

LEARNING AND DEVELOPMENT DESIGN APPROVAL PROCESS FLOW

(for District/School)





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									



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: