



Republic of the Philippines
DepED
Region 1
SCHOOLS DIVISION OFFICE
Dagupan City

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RELEASED
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DATE: 5-18-18
BY: [Signature]


Division Memorandum No. 107 s., 2018

To: Assistant Schools Division Superintendent
Chief ES, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
SDO Teaching and Non-Teaching Personnel
All Others Concerned

From: **LORNA G. BUGAYONG, Ph.D., CESO VI**
Schools Division Superintendent

Date: **May 17, 2018**

Subject: **FILING AND UPDATING OF EMPLOYEE LEARNING AND DEVELOPMENT RECORD (ELDR) AND SUBMISSION OF LEARNING AND DEVELOPMENT (L&D) PROGRAM ACCOMPLISHMENT REPORT, AFTER-CONFERENCE REPORT AND MATERIALS FOR REGIONAL, NATIONAL AND INTERNATIONAL L&D PROGRAMS/ACTIVITIES ATTENDED**

1. In line with strengthening the quality policy and quality management system of the Schools Division Office, all teaching and non-teaching personnel are requested to accomplish and file their individual ELDR to the Human Resource and Development Section.
 - a. The ELDR shall be updated every time the personnel successfully attends and actively participates in any L&D program of activity.
2. For those who have attended L&D program or activities from January 01, 2018 up to present and those who will attend any L&D program or activity in the regional, national and international level shall submit an accomplishment report / after-conference report after his/her attendance to such program.
 - a. The participant shall access and fill-in the online form five days after the completion of the learning and development program. Please use this link in submitting your reports, <http://deped.in/DAGELDR18> or you may use the QR code below:

 - b. Soft copies of certificate/s, authority to travel and materials should be uploaded at the last part of the online form.
 - c. In cases wherein no available soft copies of materials are available, a photocopy of such should be submitted to HRDS.
3. ELDR will only be updated upon the successful submission of the accomplishment report/after-conference reports and materials acquired during the training.
4. Immediate dissemination of the contents of this memorandum is desired.


LORNA G. BUGAYONG, Ph.D., CESO VI
Schools Division Superintendent 