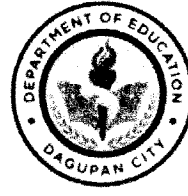


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



Division Memorandum No. 038 s., 2019

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors and Education Program Supervisors
SDO Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

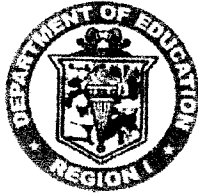
RELEASE
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DATE: 1-23-19
BY: [Signature] 9:56
TR 2602

From: Office of the Schools Division Superintendent

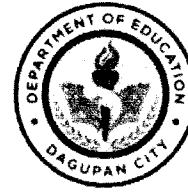
Date: **January 22, 2019**

Subject: **L&D PROPOSAL SUBMISSION AND CPD UNIT APPLICATION**

1. Pursuant to the R.A. 10912 also known as CPD Law, the Schools Division Office aims to ensure that all learning and development programs, projects or activities to be conducted in the Division shall render additional benefits to the teaching and non-teaching personnel with the provision of CPD units.
2. With this, **SDO Program Managers, School Heads or L&D Coordinators** are advised to attend a half-day orientation on **February 5, 2019** at the **SGOD Office at 1:00 to 5:00** in the afternoon. The following are the agenda:
 - a. L&D Needs Assessment
 - b. HRDU L&D Forms
 - c. LAC Session
 - d. CPD Requirements and Forms to be accomplished
 - e. Calendar of L&D Activities
3. All **SDO-based Program Managers** are advised to submit their accomplished CPD (application) forms on or before **February 18, 2019**.
4. All **L&D School-based Program Managers/proponents** are advised to submit their Consolidated Development Plan of Teachers, INSET proposals (with L&D Needs Assessment Reports) and LAC Implementation Plan on or before **February 18, 2019**.
5. Program Managers or Proponents of approved proposals shall prepare the CPD Form and submit it to the HRDU one week after the release of the approved proposal.



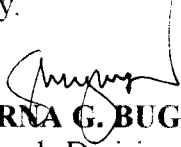
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6. Please use this link and QR Code to access the HRD Forms and CPD Templates:
<http://deped.in/DCHRDUEForms>



7. Please be guided accordingly.


DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent

Encl: None

Reference: DM No. 204, s. 2018, DM No. 385, s. 2018

To be indicated in the Perpetual Index
under the following subjects:

HRD PROFESSIONAL DEVELOPMENT CPD

MVR/ DM on L&D Proposal Submission and CPD Unit Application
1/22/2019