

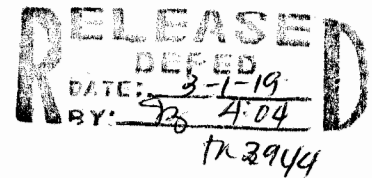
**Division Memorandum No. 100 s. 2019**

To: All SDO Dagupan City Personnel  
All others concerned

From: Office of the Schools Division Superintendent

Date: **February 28, 2019**

Subject: **SDO DAGUPAN GUIDELINES IN THE CONDUCT OF THE  
LEARNING AND DEVELOPMENT PROGRAMS, PROJECTS AND  
ACTIVITIES (PPAs)**



1. Pursuant to DepEd Regional Memorandum No. 078, s. 2019, learning and development PPAs should be applied for PRC Accreditation for the grant of CPD units. All program managers are advised to submit their proposals, PRC-CPD accomplished templates and other relevant requirements **70 working days** before the scheduled conduct of the L&D PPAs.
2. Pursuant to DepEd Regional Order No. 001, all identified and invited participants and technical working group in all L&D activities (particularly seminars, workshops or trainings) are advised to bring their own refillable water bottle and utensils. All participants are advised to avoid the use of single use plastics (such as straws, plastic stirrers, spoons and forks and styrofoam/styrofoam).
3. In order to quality assure the full participation and production of the scheduled output/s for each training the following will be observed in all L&D PPAs:
  - a. All participants should register online five days before the actual conduct of L&D activity. The link for the online registration and names of identified participants should be included in the memorandum to be issued for the L&D activity.
  - b. Participants are required to respond to the online evaluation form. The participant will be receiving a unique **'Digital Badge'** after responding and this will serve as the proof of attendance/participation. The School Management and Monitoring and Evaluation (SMME) will attest to the reliability of the 'Digital Badge' presented to the training team if need be.
  - c. Each participant should present the badge/s badges in order to claim the **'Certificate of Participation'** for the conducted L&D activity.




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



d. The participant will be receiving a 'Certificate of Completion' after accomplishing and submitting the required output/s of the L&D activity.

4. Immediate dissemination of this memorandum is desired.

  
**DR. LORNAG G. BUGAYONG, CESO VI**  
Schools Division Superintendent

Encl: None

Reference: Regional Order 001, s. 2019 and Regional Memorandum No. 078, s. 2019

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

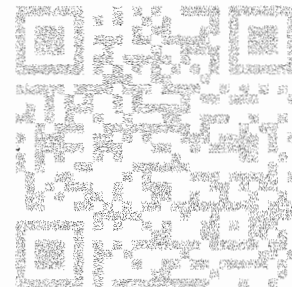
HRD

L&D Procedure

MVR/DM on SDO Dagupan Guidelines in the Conduct of the Learning and Development Programs, Projects and Activities (PPAs)  
2/28/2019



Management  
System  
ISO 9001:2015



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