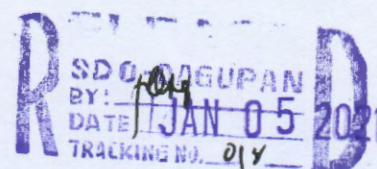




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum

No. 03 s. 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Field Staff
Section/Unit Heads
All Others Concerned

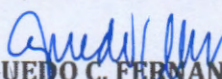
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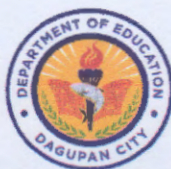
From: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: January 4, 2021

Subject: **SUBMISSION OF LEARNING AND DEVELOPMENT PROPOSALS WITH
NEEDS ASSESSMENT REPORT FOR FY 2021**

1. To equip and capacitate our teaching and non-teaching personnel towards the strategic direction, Chief Education Supervisor, Education Program Supervisors, Public Schools Supervisors, Section Heads and Unit Heads are enjoined to submit their respective Needs Assessment Report and Learning and Development Proposal for FY 2021 on or before January 15, 2021.
2. Program Managers are encouraged to review DO 21, s. 2018 (*Implementing Guidelines on the Allocation and Utilization of the Human Resources Development Funds for Personnel In Schools And Learning Centers*), DepEd Order No. 40 s, 2020 (*Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the Covid-19 Pandemic*), the Philippine Professional Standards for Supervisors, Philippine Professional Standards for School Heads and Philippine Professional for Standards for Teachers to ensure that appropriate Core, Functional and Leadership competencies are targeted.
3. Needs Assessment Report and L&D Proposal templates are attached and it could be downloaded from <https://tinyurl.com/HRDSforms>.
4. Immediate and widest dissemination of the contents of this memorandum is desired.


AGUEDO C. FERNANDEZ, CESO VI
Schools Division Superintendent



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
Website: depeddagupan.com
Email Address: dagupan.city@deped.gov.ph



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 SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

Learning and Development Program Needs Assessment Report

Suggested Title of L&D PPAs:				
Proponent/s:				
Target Date:				
Summary of Findings:				
PPSS/PPSHS/PPST Strands to be Addressed				
Action Plan				
Key Performance Indicators	Expected Output	Physical Target	Financial Target	Persons Involved (Target Participants)

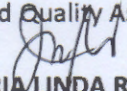
Prepared by:

Initial Assessment and Evaluation:


 Program Manager

MITCHELENE VIGILIA-RIVO
 Senior Education Program Specialist
 Human Resource and Development Section

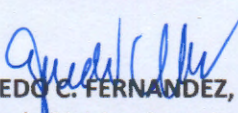
Reviewed and Quality Assured by:


MARIA LINDA R. VENTENILLA
 Chief Education Supervisor

Recommending Approval:


MA. CRISELDA G. OCANG
 Assistant Schools Division Superintendent

APPROVED:


AGUEDO E. FERNANDEZ, CESO VI
 Schools Division Superintendent



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

LEARNING AND DEVELOPMENT PROPOSAL	
Information about the Proponent/Applicant	
Name:	
Station/School:	
Position/Designation:	
Profile of the Program or Course	
Title of Program or Course	
Rationale	
Program or Course Description	
Professional Development Priorities	
Professional Standards Covered	
Target Participant Profile:	
<i>Career Stage</i>	
<i>Grade Level</i>	
<i>Learning Area</i>	
Number of Hours	
List of Resource Persons/ Learning Facilitators	
Modality	
Delivery Platform	
Indicative Date of Implementation	
Professional Regulation Commission Program Accreditation No (if Applicable)	
Program or Course Design	
Objective/s / Outcome/s	
Detailed Program or Course Matrix	<i>Attachment A</i>
Modules and Learning Resources to be Used	<i>Attachment B</i>
Assessment Plan	
<i>A. Pre-Implementation Plan</i>	
<i>B. Implementation Plan</i>	



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

<i>C. Post-Implementation Plan</i>				
Program or Course Implementation Plan				
i. Schedule of Activity/ies				
ii. Budget Requirements		<i>Cost</i>	<i>No. of Pax</i>	<i>Sub-total</i>
• Meals				
• Accommodation				
• Training Kit				
• Supplies				
• Honorarium				
• Other/s (please specify)				
TOTAL COST				
iii. Funding Source				
iv. Monitoring and Evaluation (include Attachment C: Action Plan for monitoring, evaluation and reporting of outputs)				

Prepared by:

Proponent

Initial Assessment and Evaluation:

MITCHELENE VIGILIA-RIVO
Senior Education Program Specialist
Human Resource and Development Section

Certified Availability of Funds:

ZENAIDA Q. PERALTA
Budget Officer V

HARKING C. REYES
Accountant III

Reviewed and Quality Assured by:



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Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

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<i>C. Post-Implementation Plan</i>			
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Prepared by:

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Reviewed and Quality Assured by:



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Attachment C

Action Plan				
Implementation, Monitoring, Evaluation and Reporting of L&D Outputs				
Key Performance Indicators	Expected Output	Physical Target	Financial Target	Persons Involve (Target Participants)