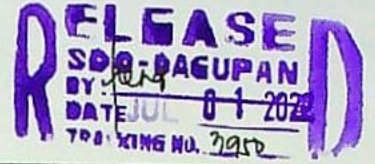




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum

No. 239 s. 2022

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Field Staff
Teaching Personnel
All Others Concerned

From: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: 27 June 2022

Subject: LEARNING AND DEVELOPMENT MANUAL OF THE SCHOOLS DIVISION OFFICE OF DAGUPAN CITY

1. Pursuant to DepEd Order no. 32, s. 2011 and DepEd Memorandum No. 138, s. 2017, the Schools Division Office of Dagupan City issues this Policy Manual on Learning and Development of the Schools Division Office Dagupan City.
2. This Policy aims to:
 - a. Establish standards in assessing, planning, designing, delivery, monitoring, and evaluation of learning and development programs and activities across levels of governance involved within the division including the standards and outputs expected from the performance of the said process;
 - b. Provide professional development opportunities to help employees enhance their skills, knowledge, and attitudes to perform their duties and functions effectively and efficiently where gaps have been identified, performance reviewed and assessed, and eventually addressed;
 - c. Raise the quality, ensure relevance, and develop cost-effectiveness of knowledge, skills, and attitude;
 - d. Establish L&D roles, responsibilities, and coverage of the schools, learning centers, districts, sections, and units in the three (3) functional divisions of SDO Dagupan City; and
 - e. Encourage employees to participate in L&D PAPs and other lifelong learning programs for the benefit of the organization and for personal and professional growth and development.



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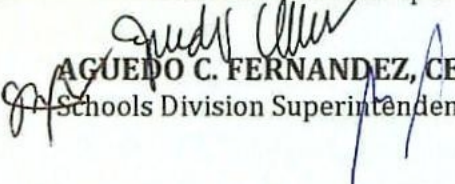


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Office of the Schools Division Superintendent

3. This Policy provides specific guidelines for the following:
 - a. All L&D PAPs delivered on behalf of and for SDO Dagupan City as part of the fulfillment of its mandate;
 - b. All schools, learning centers, districts, sections, and units in the three functional divisions of SDO Dagupan City involved in the assessing, planning, designing, implementing, monitoring and evaluation, and reporting of L&D PAPs; and
 - c. All processes, practices, tools, and templates utilized in the assessing, planning, designing, program delivery, monitoring and evaluation, and reporting of L&D PAPs.
4. This memorandum shall take effect immediately.
5. For immediate, widest dissemination and strict compliance.


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

Reference: DepEd Order No. 32, s. 2011, Department Order No. 30, s. 2009, Department Order No. 32, s. of 2017, Department Order No. 111, s. 2009, Other L&D Equal Opportunity and Affirmative Action Policies

Encl.: 1. Policy Manual on Learning and Development of the Schools Division Office Dagupan City
To be indicated in the Perpetual Index
under the following subjects:

HRD

PRIME-HRM

L&D

mvr/ 06/27/2022



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