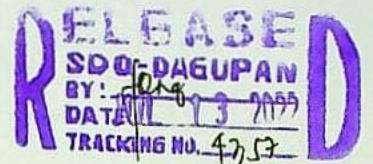




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Division Memorandum

No. 254 s. 2022

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

From: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: 12 July 2022

Subject: **GUIDELINES ON THE SELECTION OF PROFESSIONAL LEARNING SERVICE PROVIDERS (LSPs) FOR LEARNING AND DEVELOPMENT (L&D) ACTIVITIES IN THE SCHOOLS DIVISION OFFICE DAGUPAN CITY**

1. The Schools Division Office (SDO) Dagupan City is committed to delivering relevant and quality Human Resource Development (HRD) programs, activities, and projects (PAPs). A copy of HRD PAPs shall be submitted to HRLDC for validation of the needs of all employees and to make sure that it is aligned to the strategic direction of the division.
 2. Aside from ensuring the implementation of the Equal Opportunity Policy (EOP) in all its L&D PAPs, SDO Dagupan City is guided by *DepEd Order No. 1 s. 2020*, *DepEd Order No. 30, s. 2021*, and *DepEd Memorandum No. 50 s. 2020*. Furthermore, when the SDO seeks the services of non-DepEd learning service providers (LSPs) to assist in the implementation of learning and development activities, the **proponent must strictly adhere** to the following set of **LSP Selection Guidelines on screening and approval**:
 - a. The Non-DepEd LSPs must be NEAP and PRC accredited;
 - b. The Non-DepEd LSP's objectives are aligned to and shall be instrumental to the realization of the DepEd's Vision and Mission;
 - c. Non-DepEd LSP's course offerings shall be NEAP and PRC accredited;
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- d. Non-DepEd LSP's course offerings are aligned to the professional development priorities and are responsive to the identified learning and development needs as indicated in the SDO HRD Annual Plan and/or strategic plan;
 - e. Non-DepEd LSP's course offerings support the realization of DepEd's goal of continuous upskilling and reskilling of teachers, school leaders, supervisors, and non-teaching personnel and will result in better learning outcomes;
 - f. Non-DepEd LSP's course offerings shall have terminal and enabling objectives which are specific, measurable, attainable, realistic, and time-framed (SMART);
 - g. Non-DepEd LSP's methodologies are research-based and use adult learning strategies, and delivered via adult learning strategies and modalities where job-embedded learning and learning action cell are highly encourage;
 - h. Non-DepEd LSP's course offerings are research-based, quality-assured, up-to-date, validated, and packed with appropriate learning materials, pre-test and posttest, and other learning resources both in print and electronic copies;
 - i. Non-DepEd LSP's course must bear contextualized content of the professional learning and development activities and courses to suit the unique learning and development needs of the identified employees in accordance with the set professional standards and/or key results area; and
 - j. Non-DepEd LSPs must have a feasible and applicable monitoring and evaluation plan, reporting procedure/s, and tools.
3. Once the LSP has satisfied all the specifications in the guidelines, a contract will be executed between SDO Dagupan City and the LSP indicating the terms of reference and duties and responsibilities of both parties as specified in the Division Memorandum No. 239 s. 2022 re: *Learning and Development Manual of the SDO Dagupan City*.
 4. Immediate dissemination of and compliance to this Memorandum is required.


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

References: DO 1, s. 2020, DO 30, s. 2021, DM 50, s. 2020 and Division Memorandum No. 239, s. 2022

Encl.: None

To be indicated in the Perpetual Index

Under the following subjects

HRD Guidelines

mvr/07/13/2022



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