



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



DIVISION MEMORANDUM
 No. 173, s.2019

February 19, 2019

**NEW PROCESS FLOW AND REQUIREMENTS IN THE CONDUCT OF
 THE DIVISION LEARNING AND DEVELOPMENT (L&D) ACTIVITIES**

**To: OIC-ASDS
 CID and SGOD CHIEFS
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 EDUCATION PROGRAM SUPERVISORS
 DIVISION PROGRAM HOLDERS
 BUDGET OFFICER
 SUPPLY OFFICER
 BAC SECRETARIAT**

1. Pursuant to DepEd issuances DO No. 32, s. 2017 re. "Gender-Responsive Basic Education Policy"; DO No. 16, s. 2016 re. "Implementing Guidelines on the Release and Use of Funds for Fiscal Year 2018"; Administrative Order No. 161, s.2006 re. "Institutionalizing Quality Management System in Government"; Executive Order No. 605, s.2007 re. Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program"; DO No. 2 s. 2015 re. "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS); and DO No. 42 s.2017 re. "National Adoption and Implementation of the Philippine Professional Standards for Teachers (PPST)", all division program holders are hereby required to comply with the new process flow that affects the conduct of L&D activities (i.e. orientation, training, workshop, seminar, etc.) in the division.
2. These issuances impact on the division L&D activities in the aspect of compliance to the Harmonized Gender and Development Guidelines (HGDG), Program Management Information System (PMIS), and the division's Competence/Training Needs Assessment (TNA).
3. Relative thereto, focal persons of the Human Resource Development (HRD) and School Management, Monitoring & Evaluation (SMM&E) sections, and the Gender and Development (GAD) program are required to implement the said process to facilitate the collection of data necessary for your reports. The Secretariat members of the Bids and Awards Committee (BAC) shall also ensure the activity proponent's compliance with the requirements before purchases are made.
4. Starting immediately, the conduct of L&D activities in the Division shall take in the following tasks and processes:

I. PRE-CONDUCT OF THE L&D ACTIVITY

- a) Activity Proposal Approval: Before the proposal (i.e., training design) is approved by the SDS, it has to be checked first by the focal persons for its compliance to the program requirements identified below (see Table 1):

Table 1.

FOCAL PERSONS	TASK/S
a1) HRD SEPS	➤ Checking of format ➤ Confirmation of schedule ➤ Profiling of L&D Participants
a2) SMM&E SEPS	➤ Program Management Information System (PMIS) Compliance ➤ M&E Implementation
a3) GAD Focal Person	➤ HGDG Compliance

The focal persons shall affix their signatures on the designated spaces on the proposal **once the necessary requirements are complied with** by the activity proponent.

- b) Purchase Request (PR) Approval: PRs that are for signature of the SDS and the Budget Officer should have the approved (i.e. with complete signatures) Activity Proposal as attachment. The **SDS and the Budget Officer shall not affix their signatures to PRs** without the said attachment.
- c) RFQ and PO Processing: BAC Secretariat shall process only approved PRs with the above-mentioned attachment.

II. POST-CONDUCT OF THE L&D ACTIVITY

- a) After the conduct of the activity, the proponent shall submit the following documents to the focal persons (see Table 2):

Table 2.

FOCAL PERSONS	DOCUMENTS	DUE DATES
a1) HRD SEPS	➤ One (1) set of the Attendance Sheets (photocopy) ➤ Profile of the Participants*	One week after the conduct of the activity
a2) SMM&E SEPS	➤ Accomplishment Report for the PMIS*	
a3) GAD Focal Person	➤ One (1) set of the Attendance Sheets (photocopy)	
a4) Supply Officer	➤ One (1) set of the Attendance Sheets (original copy)	

*Templates to be provided by Focal Persons

- b) All documents shall be submitted through the Document Tracking System (DTS).
5. For purposes of actual monitoring and evaluation, **one (1) personnel from the HRD and SM&E programs shall be included in the list of participants** in all L&D activities in the division.
6. For immediate dissemination and guidance.


WINNIE E. BATON, EdD

Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED 29300
DATE: FEB 22 2019 TIME: 10:03

BY: 

Encl: none

Ref: as stated

To be indicated in the Perpetual Index under the following subjects: SGOD HRD L&D/SM&M&E/GAD.
CUY-HRD: February 20, 2019 NEW PROCESS FLOW AND REQUIREMENTS IN THE CONDUCT OF THE DIVISION'S LEARNING AND DEVELOPMENT ACTIVITIES