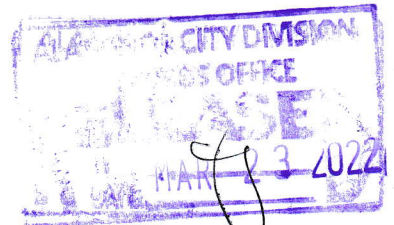




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent



DIVISION MEMORANDUM
DM-2022-111

TO : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operations Division (SGOD)
Administrative Officer V
Division Education Program Supervisors
All Schools Division Office Personnel
School Heads, Teachers and Non-teaching Personnel of Public Elementary
and Secondary schools

SUBJECT : **LEARNING AND DEVELOPMENT MANAGEMENT TEAM TERM OF REFERENCE, ROLES AND FUNCTIONS**

FROM : Office of the Schools Division Superintendent

DATE : March 21, 2022

1. To keep all personnel in the Schools Division Office of Alaminos City well-informed and updated on the different concerns about learning and development initiatives of the Division, this Office releases this Division Memorandum stating **the Term of Reference, Roles and Functions of the members of the Learning and Development Management Team of SDO Alaminos City.**
2. All assigned members of the Learning and Development Management Team are expected to know and to perform their roles and functions for the successful implementation of all professional learning and development activities for school leaders, teachers, non-teaching personnel and all employees in the Division.
3. Attached to this Memorandum is the Term of Reference, Roles and Functions of the assigned members of the Learning and Development Management Team.
4. For information, guidance, wide dissemination and strict compliance.

LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent

With hundred reasons to serve!

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