

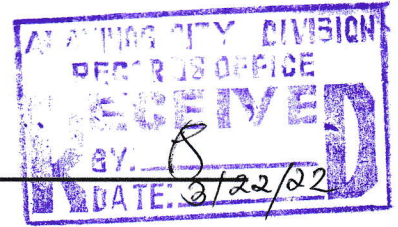
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Republic of the Philippines  
Department of Education  
REGION I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent



**DIVISION MEMORANDUM**  
**DM-2022-112**

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

FROM : Office of the Schools Division Superintendent

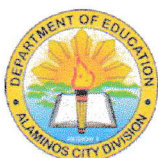
SUBJECT : **LEARNING AND DEVELOPMENT PROCESS FLOW**

DATE : March 21, 2022

1. To ensure the smooth flow of the planning, preparation and implementation of all professional learning and development programs, activities and courses for all employees in the Division, this Office reiterates to all concerned personnel the Learning and Development Process Flow of SDO Alaminos City to be followed by the program owners and implementers.
2. Likewise, all concerned personnel are reminded that the Learning and Development system of SDO Alaminos City has processes that promote equal opportunities to all DepEd personnel for their professional learning and development, regardless of their age, sex, religion, ethnic origin, position and physical abilities. This is in compliant with and supportive of DepEd's Gender-Responsive Basic Education (GRBE) Policy and DepEd ORDER No. 22, s. 2016 or Adopting the National Indigenous Peoples Education Policy Framework.
3. All program owners and implementers are advised to revisit the Learning and Development Process Flow of the Division, which is enclosed to this Division Memorandum for your reference.
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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REGION I

**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

Office of the Schools Division Superintendent

**Learning and Development Process Flow of the Schools Division**

**Office of Alaminos City**

<b>Phases</b>	<b>Processes</b>	<b>Person-In-Charge</b>	<b>To collaborate with</b>
<b>L&amp;D Needs Assessment</b>	<ul style="list-style-type: none"> <li>Identify the need for the implementation of a professional learning and development activity in the Division Office through the employees' E-SAT and IPCRF Development Plan.</li> </ul>	Program Owner	HRD with PR unit
	<ul style="list-style-type: none"> <li>Analyze and validate data from the result of the employees' E-SAT and IPCRF Development Plan.</li> </ul>	Program Owner	HRD with PR unit
	<ul style="list-style-type: none"> <li>Consolidate data from the employee' E-SAT and IPCRF Development Plan.</li> </ul>	Program Owner	HRD with PR unit
<b>L&amp;D Planning</b>	<ul style="list-style-type: none"> <li>Draft of the activity proposal stating the rationale/description of the professional learning and development activity, expected accomplishment, objectives, expected</li> </ul>	Program Owner	HRD with PR unit

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