



Republic of the Philippines  
**Department of Education**

REGION I  
**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM  
 DM-2022-248**

TO : Assistant Schools Division Superintendent - *Z*  
 Chief Education Supervisor-CID - *ah*  
 Chief Education Supervisor-SGOD - *[Signature]*  
 Administrative Officer V - *[Signature]*  
 Division Education Program Supervisors - *ak*  
 SEPS, EPS II and Administrative Aide of HRD with PR unit  
 All SDO Personnel  
 Members of the Core Group for PRIME-HRM  
 All School Heads and Teachers

SUBJECT : **MATURITY LEVEL 2 FOR LEARNING AND DEVELOPMENT SYSTEM OF SDO ALAMINOS CITY**

FROM : Office of the Schools Division Superintendent

DATE : July 06, 2022

1. This Office gladly informs all personnel that the Schools Division Office of Alaminos City has already met the Maturity Level 2 indicator for Learning and Development (L and D) system and competencies under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).
2. Enclosed to this Division Memorandum is the letter of Director Hedy Jose B. Lardizabal, Director IV of Civil Service Commission Regional Office 1 (CSC RO1), in recognition of this distinct and commendable accomplishment of Alaminos City Division, including the remarks/recommendations on the compendium of evidence requirements presented to CSC RO1.
3. For your information, guidance, widest dissemination and strict compliance.

*File - cash & property  
 Accts & Budget - [Signature]*

*[Signature]*  
**LORNA G. BUGAYONG PhD, CESO V**  
 Schools Division Superintendent

***With hundred reasons to serve!***

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**Civil Service Commission Regional Office 1**

July 1, 2022

**LORNA G. BUGAYONG, Ph.D, CESO V**  
Schools Division Superintendent  
Department of Education SDO - Alaminos City  
City of Alaminos, Pangasinan

Dear Supt. Bugayong:


Congratulations! We are glad to inform you that the Department of Education Schools Division Office of Alaminos City has met the Maturity Level 2 indicators for Learning and Development (L&D) system and competencies under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).

In recognition of this accomplishment, CSC Regional Office No. 1 shall confer that agency with a Certificate of Recognition on Learning and Development. **Dir. Flordeliza C. Bugtong**, your designated Assistor, shall coordinate with you for the details of this undertaking.

We look forward that you will likewise endeavor to attain Maturity Level 2 in the other Human Resource Management areas, namely: Recruitment Selection and Placement (RSP), Performance Management (PM), and Rewards and Recognition (R&R).

Thank you and stay safe always.

Very truly yours,

  
**HEDY JOSE B. LARDIZABAL**  
Director IV *up*

cc: **Dir. Flordeliza C. Bugtong**  
Director II, CSC Field Office- Western Pangasinan

PSED/LRN/wcljr\*

**Bawat Kawani, Lingkod Bayani**

**REMARKS/RECOMMENDATIONS ON THE COMPENDIUM OF EVIDENCE REQUIREMENTS**

Learning and Development  
Department of Education SDO Alaminos City  
July 2022

**LEARNING AND DEVELOPMENT**

<b>PILLAR/PILLAR ELEMENT</b>	<b>DOCUMENTS/EVIDENCES PRESENTED</b>	<b>REMARKS/RECOMMENDATIONS</b>
<p><b>GOVERNANCE</b></p> <ul style="list-style-type: none"> <li>• <b>Policy</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Professional Learning and Development Policy Manual</li> <li>2. Division Memorandum DM-20-22-118 Guidelines on the Establishment and Implementation of Equal Opportunity Principle (EOP) Policy in the Department of Education Schools Division Office of Alaminos City</li> <li>3. Guidelines on the Participation in Local and Foreign Scholarship Trainings and Workshops (inclusive of the functions of the Learning and Development Management Team relative thereto)</li> </ol>	<ol style="list-style-type: none"> <li>1. Compliant with Maturity Level 2 indicators subject to validation during the Onsite Assessment.</li> </ol>
<ul style="list-style-type: none"> <li>• <b>Structure &amp; Roles</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Division Memorandum DM-2021-313 Re: Roles and Functions of the Members of the Program and Training Management Committee (PTMC) of SDO Alaminos City</li> <li>2. DM -2022-108 Re: Renaming and Reconstituting the Learning and Development Management Team of SDO Alaminos City</li> </ol>	<ol style="list-style-type: none"> <li>1. Compliant with Maturity Level 2 indicators subject to validation during the Onsite Assessment.</li> </ol>


<ul style="list-style-type: none"> <li>• <b>Review Mechanisms</b></li> </ul>	<ol style="list-style-type: none"> <li>3. Learning and Development Management Team Term of Reference, Roles and Functions</li> <li>4. Sample Minutes of the Meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Compliant with Maturity Level 2 indicators subject to validation during the Onsite Assessment.</li> </ol>
<ul style="list-style-type: none"> <li>• <b>Information &amp; Communication (use of technology &amp; database content)</b></li> </ul>	<ol style="list-style-type: none"> <li>1. SDO AC Training Data 2017-2021</li> <li>2. Sample Training Data of an employee</li> <li>3. Budget Utilization of HRD Training Fund For FY 2021</li> <li>4. Samples of accomplished Training Evaluation Form</li> </ol>	<ol style="list-style-type: none"> <li>1. Compliant with Maturity Level 2 indicators subject to validation during the Onsite Assessment.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Photo of manual L&amp;D records management</li> <li>2. Screenshot of Data Bank of L&amp;D files : <ol style="list-style-type: none"> <li>a. Activity Request</li> <li>b. Budget Utilization Report</li> <li>c. Communication Letters</li> <li>d. Legal Basis</li> <li>e. List of Authorized LSPs</li> <li>f. List of Recognized Professional (External)</li> <li>g. Work and Financial Plan</li> <li>h. Memorandum of Agreement</li> <li>i. Worksheet</li> <li>j. Program of Activities</li> <li>k. Reflection</li> <li>l. Monitoring and Evaluation Tools</li> <li>m. Pre-Test/Post-Test</li> <li>n. L&amp;D Development Process Flow</li> <li>o. List of Authorized LSPs and Recognized Professional Development Programs (Internal and External) by the NEAP</li> </ol> </li> </ol>	

	p. Sample Profile of LSPs		1. Compliant with Maturity Level 2 indicators subject to validation during the Onsite Assessment.
<b>PLANNING &amp; M &amp; E</b>			
• L & D Planning	<ol style="list-style-type: none"> <li>1. Samples of accomplished Electronic Self-Assessment Tool and IPCRF Development Plan</li> <li>2. Sample Consolidated TNA (Alaminos City NHS)</li> <li>3. 2022 L&amp;D Plan</li> </ol>		1. Compliant with Maturity Level 2 indicators subject to validation during the Onsite Assessment.
• L & D Monitoring and Evaluation	<ol style="list-style-type: none"> <li>1. Samples of Answered Pre-test Questionnaires (Seminar-Workshop on Business Writing/Writing and Speaking)</li> <li>2. Samples of Answered Post-test Questionnaires (Seminar-Workshop on Business Writing)</li> <li>3. Sample of Participant's Reflection Papers</li> </ol>		1. Compliant with Maturity Level 2 indicators subject to validation during the Onsite Assessment.
<b>EXECUTION</b>			
• Design 1		<ol style="list-style-type: none"> <li>1. Professional Development Program/Course Recognition Application Form               <ol style="list-style-type: none"> <li>a. LSP Profile</li> <li>b. Program Profile</li> <li>c. Course List</li> <li>d. Course Design</li> <li>e. Program Implementation Plan</li> <li>f. Monitoring and Evaluation Plan</li> </ol> </li> <li>2. Sample Activity Requests(Training Designs)</li> <li>3. Sample Schedule of Activities</li> <li>4. Sample learning materials (slide decks)</li> </ol>	1. Compliant with Maturity Level 2 indicators subject to validation during the Onsite Assessment.
• Design 2			
• Development			


<ul style="list-style-type: none"> <li>• Delivery</li> </ul>	<ul style="list-style-type: none"> <li>5. Screenshot of session activities, participants, LSP</li> <li>6. Consolidated summary of evaluation forms</li> <li>7. Activity Completion Report</li> <li>8. Program Completion Report</li> </ul>	<ul style="list-style-type: none"> <li>1. Compliant with Maturity Level 2 indicators subject to validation during the Onsite Assessment.</li> </ul>
<ul style="list-style-type: none"> <li>• LSP Management</li> </ul>	<ul style="list-style-type: none"> <li>1. DM-2021-305 Re: Guidelines For Selecting DEPED NEAP-Recognized LSPs, Programs and Course for School Leaders and Teachers</li> </ul>	

I certify that I have reviewed the foregoing Evidence Requirements (ERs) on Learning and Development submitted by the Department of Education Schools Division Office-City of San Fernando I and found them to be complete, accurate and in order. Being the designated PRIME-HRM Assistor, the undersigned hereby respectfully recommends for the **Recognition of the Learning and Development (L&D) Human Resource Management system of the DepEd-SDO City Of San Fernando** for meeting 100% of all the Maturity Level 2 indicators (Systems and Competency) of the said HRM system.

Submitted by:

  
**DIR. FLOR DELIZA C. BOSTONG**  
 DIR. II, CSCFO, Western Pangasinan/Assistor

Noted by:

  
**DIR. CORNELIA M. RILLERA**  
 Director III, CSC-RO1

APPROVED:

  
**HEDY JOSE B. LARDIZABAL**  
 Director IV, CSC-RO1

July 1, 2022