



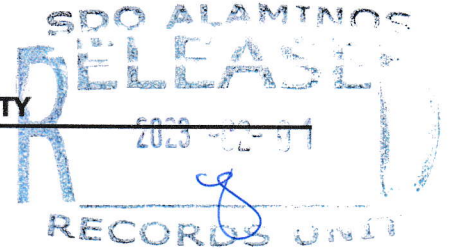
Republic of the Philippines
Department of Education

Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

DM-2023-058



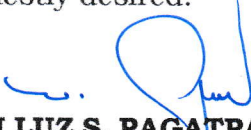
TO : Chief Education Supervisor-CID
Chief Education Supervisor-SGOD
Administrative Officer V
All Division Education Program Supervisors
All Unit Heads and Personnel in the Division Office and in Schools

SUBJECT : **LEARNING AND DEVELOPMENT PLAN FOR NON-TEACHING PERSONNEL FOR FY 2023**

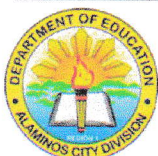
FROM : Office of the Schools Division Superintendent

DATE : January 31, 2023

1. This Office enjoins all Non-teaching Personnel (NTP) in the Division Office and in schools to accomplish the Learning and Development (L and D) plans for NTP for the fiscal year 2023.
2. All non-teaching personnel are advised to accomplish online via google sheet their L and D plans on or before February 03, 2023 for the consolidation of data, preparation of reports and submission to the Regional and Central Offices by the Human Resource Development with Planning and Research unit.
3. The templates of the L and D plans are accessible through the following links:
 - <https://tinyurl.com/3udp8kvy> - SDO Alaminos City LEARNING AND DEVELOPMENT PLAN for NON-TEACHING PERSONNEL FY 2023, and
 - <https://tinyurl.com/38tcz7xk> - Office Learning Plan-Template Alaminos City
4. Compliance to this Memorandum is earnestly desired.


VIVIAN LUZ S. PAGATPATAN PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

With hundred reasons to serve!



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