



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No: _____
 Date: OCT 22 2024 By: _____
RELEASED

Office of the Schools Division Superintendent

August 21, 2024

DIVISION MEMORANDUM

No. 568 s.2024

A DIRECTIVE ON THE PROCESS FLOW IN THE CONDUCT OF LEARNING AND DEVELOPMENT (L&D) ACTIVITIES OF THE SCHOOLS DIVISION

TO: **Assistant Schools Division Superintendent**
Division Chiefs
Education Program Supervisor
Public Schools District Supervisors
Principals-in-charge of Districts
Division Section Heads
Division Program Owners
Others Concerned
This Schools Division

- In harmony with this Schools Division's commitment and as required by the Civil Service Commission, this Office hereby directs all Education Program Supervisors/Coordinators, Education Program Specialists (SEPS and EPS), Division Section Heads and all Program Owners to take heed of this directive on strictly following the process in conducting all Learning and Development programs, such as, but not limited to seminars, webinars, online or onsite/ face-to-face orientations, trainings, training-workshops, regardless of the source of funds.
- The Process Flow in conducting L & D activities to ensure smooth data recording and certificate production is as follows:

	Activity	Persons Responsible	Description	Interface
1	Receive approved Individual Division Chief/ Development Plans (IDPs) of Personnel from Functional Head Development Divisions	Division Chief/ Section Head	Division Chief/ Section Head receives approved Individual Development Plans (IDPs) and submits the same to the HRD SEPS	Division Chief/ Section Head & HRD EPS II
2	Consolidate approved Development Plans (IDPs) of the Division Personnel	HRD EPS II	HRD EPS II consolidate IDP and submits said document to the Division Chief/ Section Head	HRD EPS II and Division Chief/ Section Head
3	Analyze the needs of the Division Office Personnel	Division Chief/ Section Head	Division Chief/ Section Head identifies strengths and weaknesses of Division Personnel and determines Learning and	Division Chief/ Section Head and HRD SEPS



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			Development (L&D) Needs based on the consolidated IDPs and submit the same to the HRD	
4	Design program for the Division Personnel and Recommends to the Division Schools Division Superintendent	HRD SEPS HRD EPS II	HRD SEPS interface with the Division Chief/ Section Head and agree on the program appropriate for the personnel and recommends L&D plans to the Schools Division Superintendent for Approval. If approved, discusses the same to the HRDC for deliberation and/or dissemination purposes. If disapproved Division Chief/ Section Head does revision needed.	HRD SEPS and SDS
5	Implement Professional Development Program (PDP)	HRDC	Program Owner implements the Professional Development Program based on the approved L&D Plan	Program Owner and PMT
6	Submit Completion Report	Program Owner	The Program Owner submits completion report or accomplishment report to concerned Offices as the case maybe	Program Owner and Concerned Offices

4. Immediate and wide dissemination of this Memorandum is desired

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent