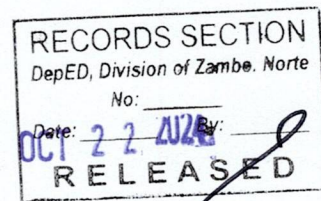




Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

August 21, 2024

DIVISION MEMORANDUM

No. *SM* s.2024

**PROCESS FLOW ON THE CONDUCT OF LEARNING AND DEVELOPMENT PROGRAMS**

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 the Division's desire for Accreditation to PRIME-HRM Level II, this Office hereby directs all Education Program Supervisors/Coordinators, Education Program Specialist (SEPS and EPSII), 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 and Activities.
- The Process Flow in conducting L & D activities 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 Development (L&D) Needs based on the consolidated IDPs and submit the same to the HRD	Division Chief/ Section Head and HRD SEPS



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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

3. Immediate and wide dissemination of this Memorandum is desired

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





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### **PROCESS IN THE CONDUCT OF LEARNING AND DEVELOPMENT ACTIVITIES**

D.O. 32,s. 2011 stipulates that Learning and Development (L&D) is a process by which an organization or institution provides professional development activities to enhance individuals with knowledge, skills and attitudes to enable them to perform their functions affectively.

Activities under this are but not limited to trainings, seminars, workshops, conferences, scholarships and job- embedded learning. Conduct of these activities, shall involve a systematic process of competence/needs assessments, planning, designing, resource development and the actual delivery of the program.

In order to ensure systematic delivery of any of these activities the following process flow the conduct of Learning and Delivery (L&D) is being presented. Meantime, let's fall in love with the process and the results will come (Motivation.com)

1. Receive approved Individual Development Plans (IDPs) (based on the training needs analysis, instructional monitoring results, observations, surveys) from Functional Divisions
  - HRD EPS II receives the Individual Development Plans of each personnel from each section which are generated from the Part IV of the IPCRF/OPCRF. Such IDPs are also based on the training needs analysis, instructional monitoring results, observations and surveys collated by the Head/Chief of the Functional Division.
2. Consolidated Individual Development Plans (IDPs) of the Division Personnel.
  - HRD EPS II consolidates Individual Development Plans (IDPs) of the Division Personnel and submits said document to the concerned Division Chief/Section Head.
3. Analyze the needs of the Division Office Personnel.
  - Division Chief/Section Head identifies strengths and weaknesses of Division Personnel and determines Learning and Development (L&D) Needs based on the consolidated DPs and submits the same to the HRD.
4. Design program for the Division Personnel.
  - HRD SEPS interfaces with the Division Chief/Section Head and agree on the program appropriate for the personnel and recommends L&D plans.
5. Discusses plans to the HRDC.
  - HRD SEPS discusses the plan to the HRDC for deliberation.
6. Recommend Plans to the Schools Division Superintendent.
  - HRDC recommends the plans to the Schools Division Superintendent.





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- 
- If disapproved, Division Chief/ Section Head does the revision. If Approved, HRDC, HRD and Division Chief/ Section Head keep copy(ies) of the approved plan.
7. Implement Professional Development Program (PDP)
- Program Holder implements the Professional Development Program based on the approved L&D Plan
8. Submit Completion Report
- The Program Owner submits Activity Completion Report or accomplishment report to concerned Offices as the case may be

For easy interpretation of the flow. Figure A below is hereby presented:

Records and References

1. Policies and Guidelines on Training and Development (T&D) Programs and Activities per D.O 32 s. 2011
2. Training Program Standards (NEAP)



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**FIGURE A PROCESS FLOW IN THE CONDUCT OF LEARNING AND DEVELOPMENT (L&D) ACTIVITY**

