



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF CANDON CITY

Office of the Schools Division Superintendent

19 APR 2022

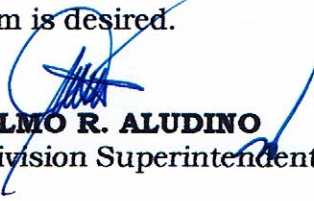
OFFICE MEMORANDUM

No. 050, s. 2022

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section and Unit Heads
All Others Concerned

1. Guided by DepEd Order No. 032, s. 2011 titled **"Policies and Guidelines on Training and Development Programs and Activities,"** this Office issues the Process Flow on the Conduct of Learning and Development (L&D) Program and Activities.
2. The attached process flow shall be used as a guide of the Schools Division of Candon City in conducting L&D Programs and Activities.
3. For concerns and queries, please contact the Human Resource Development Section through rev.manzano@deped.gov.ph.
4. Immediate and wide dissemination of this Memorandum is desired.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be included in the Perpetual Index
under the following subjects:
TRAINING PROGRAMS

RLM/ProcessFlowL&D
06/21Feb2022



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LEARNING AND DEVELOPMENT (L&D) PROCESS FLOW

Process	Activity	Personnel Involved	Output
Learning & Development Needs Assessment	Utilizing the Self-Assessment Tool for Proficient and Highly Proficient Teachers		
	Develops the online Self-Assessment Tool (SAT) based on the priority development through Google Form with the assistance of Monitoring and Evaluation Section (MES)	<ul style="list-style-type: none"> ▪ Human Resource Development Section (HRDS) ▪ MES 	Online SAT
	Issues a Memorandum for the accomplishment of the online SAT	<ul style="list-style-type: none"> ▪ HRDS ▪ CES ▪ ASDS ▪ SDS 	Memorandum
	Collects and extracts the data	<ul style="list-style-type: none"> ▪ HRDS 	Document of data gathered
	Analyzes and prepares LDNA result with the assistance of MES	<ul style="list-style-type: none"> ▪ HRDS ▪ MES 	LDNA report
	Presents the LDNA result to the LDC and ExeCom Members	<ul style="list-style-type: none"> ▪ HRDS ▪ Learning & Development Committee (LDC) members ▪ Executive Committee (ExeCom) members ▪ CES ▪ ASDS ▪ SDS 	Minutes of the Meeting
	Incorporates the comments and suggestions and forwards the report to the top management for approval	<ul style="list-style-type: none"> ▪ HRDS 	Updated LDNA report
	Approves the LDNA report	<ul style="list-style-type: none"> ▪ CES ▪ ASDS 	Approved LDNA report

Process	Activity	Personnel Involved	Output
		<ul style="list-style-type: none"> ▪ SDS 	
	Utilizing the Developmental Needs (based on the part IV of the IPCRF)		
	Collects and consolidates the development needs of personnel	<ul style="list-style-type: none"> ▪ HRDS 	Document of data gathered
	Analyzes and prepares LDNA report with the assistance of MES	<ul style="list-style-type: none"> ▪ HRDS ▪ MES 	LDNA report
	Presents the LDNA result to the LDC and ExeCom Members	<ul style="list-style-type: none"> ▪ HRDS ▪ LDC members ▪ ExeCom members ▪ CES ▪ ASDS ▪ SDS 	Minutes of the Meeting
	Incorporates the comments and suggestions and forwards the report to the top management for approval	<ul style="list-style-type: none"> ▪ HRDS 	Updated LDNA result
	Approves the LDNA report	<ul style="list-style-type: none"> ▪ CES ▪ ASDS ▪ SDS 	Approved LDNA report
	Utilizing the Development Needs prepared by the Program Owner		
	Prepares development needs through Google Form with the assistance of MES and HRDS	<ul style="list-style-type: none"> ▪ Program Owner ▪ MES ▪ HRDS 	Online Development Needs
	Issues a Memorandum for the accomplishment of the online development needs	<ul style="list-style-type: none"> ▪ Program Owner ▪ CES ▪ ASDS ▪ SDS 	Memorandum
	Collects and extracts the data	<ul style="list-style-type: none"> ▪ Program Owner 	Document of data gathered
	Analyzes and prepares LDNA	<ul style="list-style-type: none"> ▪ Program Owner 	LDNA report



Process	Activity	Personnel Involved	Output
	report with the assistance of MES	<ul style="list-style-type: none"> ▪ MES 	
	Presents the LDNA result to the LDC and ExeCom Members	<ul style="list-style-type: none"> ▪ Program Owner ▪ Learning & Development Committee (LDC) members ▪ Executive Committee (ExeCom) members ▪ CES ▪ ASDS ▪ SDS 	Minutes of the Meeting
	Incorporates the comments and suggestions and forwards the report to the top management for approval	<ul style="list-style-type: none"> ▪ Program Owner 	Updated LDNA report
	Approves the LDNA report	<ul style="list-style-type: none"> ▪ CES ▪ ASDS ▪ SDS 	Approved LDNA report
Learning & Development Planning	Issues memorandum on the submission of identified L&D programs	<ul style="list-style-type: none"> ▪ HRDS ▪ CES ▪ ASDS ▪ SDS 	Memorandum
	Gathers submitted L&D programs of program owners	<ul style="list-style-type: none"> ▪ HRDS 	Training Proposals
	Prepares and consolidates the L&D plan offerings both internal and external that will address the L&D needs	<ul style="list-style-type: none"> ▪ HRDS 	L&D Plan
	Presents the L&D Plan to the LDC and ExeCom members	<ul style="list-style-type: none"> ▪ Program Owner ▪ LDC members ▪ ExeCom members ▪ HRDS ▪ CES ▪ ASDS 	Minutes of the Meeting



Process	Activity	Personnel Involved	Output
		<ul style="list-style-type: none"> ▪ SDS 	
	Incorporates the comments and suggestions and forwards the L&D Plan to the top management for approval	<ul style="list-style-type: none"> ▪ Program Owner 	Updated LDNA result
	Approves the L&D Plan	<ul style="list-style-type: none"> ▪ CES ▪ ASDS ▪ SDS 	Approved L&D Plan
Learning & Development Program Designing	Training Proposal to be Recognized by the NEAP-Regional Office and to be charged from the HRTD-PSF		
	Calls for submission of training proposals to be recognized by the NEAP-Regional Office	<ul style="list-style-type: none"> ▪ HRDS ▪ CES ▪ ASDS ▪ SDS 	<ul style="list-style-type: none"> ▪ Memorandum
	Prepares and accomplishes the required documents as indicated in the NEAP Form R.1 (Professional Development Program/ Course Recognition Application Form: <ul style="list-style-type: none"> ▪ Detailed Course Design ▪ Sample Learning Resources (Modules, Worksheets, etc.) ▪ Sample Session Guides ▪ Sample Assessment Tools ▪ Curriculum Vitae's of Primary, Secondary, or Alternate 	<ul style="list-style-type: none"> ▪ Program Owner ▪ LDC members ▪ ExeCom members ▪ HRDS ▪ CES ▪ ASDS ▪ SDS 	<ul style="list-style-type: none"> ▪ NEAP Form R.1 ▪ Detailed Course Design ▪ Sample Learning Resources (Modules, Worksheets, etc.) ▪ Sample Session Guides ▪ Sample Assessment Tools ▪ Curriculum Vitae's of Primary, Secondary, or Alternate Resource Persons ▪ Budget Estimate Form ▪ Monitoring and Evaluation Plan

Process	Activity	Personnel Involved	Output
	Resource Persons ▪ Budget Estimate Form ▪ Monitoring and Evaluation Plan		
	Presents the training proposal to the LDC and ExeCom members	<ul style="list-style-type: none"> ▪ Program Owner ▪ LDC members ▪ ExeCom members ▪ HRDS ▪ CES ▪ ASDS ▪ SDS 	<ul style="list-style-type: none"> ▪ Minutes of the Meeting
	Incorporates the comments and suggestions by the LDC members and ExeCom members	<ul style="list-style-type: none"> ▪ Program Owner ▪ LDC members ▪ ExeCom members ▪ HRDS ▪ CES ▪ ASDS ▪ SDS 	<ul style="list-style-type: none"> ▪ Finalized training proposals with attached needed documents
	Submits training proposals to the Regional Office for recognition	<ul style="list-style-type: none"> ▪ HRDS 	<ul style="list-style-type: none"> ▪ Transmittal Letter
	Training Proposal to be approved by the Schools Division Superintendent and be charged to HRD-GAA		
	Calls for submission of training proposals to be charged to HRD-GAA funds	<ul style="list-style-type: none"> ▪ HRDS ▪ CES ▪ ASDS ▪ SDS 	<ul style="list-style-type: none"> ▪ Memorandum
	Presents the training proposal to the LDC and ExeCom members	<ul style="list-style-type: none"> ▪ Program Owner ▪ LDC members ▪ ExeCom members ▪ HRDS ▪ CES ▪ ASDS ▪ SDS 	<ul style="list-style-type: none"> ▪ Minutes of the Meeting
	Incorporates comments and suggestions by the	<ul style="list-style-type: none"> ▪ Program Owners ▪ LDC members 	<ul style="list-style-type: none"> ▪ Finalized training proposals with



Process	Activity	Personnel Involved	Output
	LDC members and ExeCom members	<ul style="list-style-type: none"> ▪ ExeCom members ▪ HRDS ▪ CES ▪ ASDS ▪ SDS 	attached needed documents
	Approves the training proposal	<ul style="list-style-type: none"> ▪ CES ▪ ASDS ▪ SDS 	▪ Approved training proposal
Learning & Development Resource Package Development	Finalizes list of learning resource materials	<ul style="list-style-type: none"> ▪ Program Owner ▪ HRDS ▪ CES ▪ ASDS ▪ SDS 	▪ Finalized list of learning resource materials
	Procures learning resource materials needed	<ul style="list-style-type: none"> ▪ Program Owner ▪ BAC 	▪ L&D materials
	Conducts Division Staff Orientation Workshop	<ul style="list-style-type: none"> ▪ Program Owner ▪ HRDS ▪ LDC ▪ CES ▪ ASDS ▪ SDS 	▪ Minutes of the Meeting
	Finalizes learning resource package	<ul style="list-style-type: none"> ▪ Program Owner ▪ HRDS ▪ LDC ▪ CES ▪ ASDS ▪ SDS 	▪ Finalized learning resource package
Learning & Development Program Delivery	Manages the program, learning, team, and resources	<ul style="list-style-type: none"> ▪ Program Owner ▪ HRDS ▪ MES ▪ LDC ▪ CES ▪ ASDS ▪ SDS 	▪ Program Completion Report
Quality Assurance, Technical Assistance, and Monitoring & Evaluation (QATAME)	Develops or adapts the QATAME tools	<ul style="list-style-type: none"> ▪ MES 	▪ QATAME tools
	Conducts QATAME	<ul style="list-style-type: none"> ▪ MES 	▪ Accomplished QATAME tools
	Prepares QATAME report	<ul style="list-style-type: none"> ▪ MES 	▪ QATAME report

Process	Activity	Personnel Involved	Output
	Presents the QATAME report to the LDC and ExeCom members	<ul style="list-style-type: none"> ▪ Program Owner ▪ LDC members ▪ ExeCom members ▪ HRDS ▪ MES ▪ CES ▪ ASDS ▪ SDS 	<ul style="list-style-type: none"> ▪ Minutes of the Meeting
	Approves the QATAME report	<ul style="list-style-type: none"> ▪ CES ▪ ASDS ▪ SDS 	<ul style="list-style-type: none"> ▪ Approved QATAME report