



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

December 23, 2023

DIVISION MEMORANDUM

No. 288, s. 2023

DIVISION REORIENTATION ON LEARNING AND DEVELOPMENT (L&D) SYSTEM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/ OIC PSDSs
Elementary and Secondary School Heads
All Others Concerned

1. In preparation for the upcoming In-Service Training (INSET) for SY 2023-2024 (DepEd Order No. 22, s. 2023) and other learning & development activities (DedEd Order No. 32 s. 2011 & DO No. 35 s. 2016), this Office through the Human Resource Development Section (HRDS) and School Governance and Operations Division (SGOD) will conduct a Division Reorientation on Learning and Development System on *January 5, 2024, 8:00AM - 12:00NN* at Bulwagan ng Karunungan, 3F DepED SDO Sorsogon Building, Balogo, Sorsogon City.
2. Participants to this activity are the **PSDSs/OIC PSDSs** and the **designated district L and D Coordinators**.
3. The district coordinators will assist their PSDSs/OIC PSDSs and school heads in the planning and implementation of INSET and other learning & development activities in their respective district. The designated district L & D coordinators should be knowledgeable in Professional Development Program of the department and is actively involved in career enhancement activities and/or trainings. PSDSs/OIC PSDSs are therefore requested to recommend one coordinator, **preferably a full-fledged school head**, by considering the aforementioned qualifications on or before December 27, 2023.



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4. PSDSs/OIC PSDSs are requested to communicate directly with Mrs. Princess Anne G. Grajo, Human Resource Development Officer Designate of SDO Sorsogon via email at princessanne.grajo@deped.gov.ph or through mobile at 09171226188.
5. District Learning and Development (L&D) Coordinators' Duties and Responsibilities are as follows;
 - Assist the PSDSs/OIC PSDSs and school heads in the district in preparing, consolidating and submitting L&D Reports.
 - Assist the PSDSs/OIC PSDSs and school heads in conducting professional and personal development needs assessment of school teaching, teaching-related, and non-teaching personnel.
 - Assist in the development of the school's L&D plan, ensuring that all training programs are aligned with the professional development priorities of DepEd.
 - Provide technical assistance in the preparation of training program proposals and training completion reports.
 - Establish and maintain the district school training and development database.
6. Expenses relative to the conduct of this activity shall be charged against local funds/school MOOE subject to the usual accounting rules and regulations
7. For questions and clarifications, please contact Dr. Florencio P. Bermundo, Chief SGOD.
8. Widest dissemination of and compliance with this Memorandum are enjoined.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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MATRIX OF ACTIVITIES

January 5, 2023

8:00AM-12:00NN

Time	Activity
8:00-9:00	Registration
9:00-9:30	Preliminaries <ul style="list-style-type: none">• PNA• Prayer• Presentation of participant• Welcome Message Florencio P. Bermundo, SGOD Chief• Message William E. Gando, CESO V• Orientation Proper
9:30-12:00	<ul style="list-style-type: none">• Revisit the DepEd Learning and Development System• L&D Guidelines & Enabling Mechanisms• L & D Coordinators' Roles and Responsibilities• Creation of L & D database system



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