



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

January 5, 2022

Division Memorandum
No. 03 s. 2022

ORIENTATION ON LEARNING AND DEVELOPMENT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Education Program Specialists
Project Development Officers
Functional Area Heads
All Others Concerned

1. The Schools Division of Sorsogon through the School Governance and Operations Division, Human Resource Development Section will conduct an orientation on Learning and Development on January 20-21, 2022 for Batch 1 and January 24-25, 2022 for Batch 2 at Bulwagan ng Karunungan, SDO-Sorsogon, Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon.
2. The activity aims to:
 - a. Explain the guiding principles, objectives and features of DepEd's L and D System;
 - b. Describe the framework of Dep Ed L and D System;
 - c. Discuss the process flow and standards for all Learning and Development activities in the Schools Division of Sorsogon.
3. This activity is expected to be cascaded by the Public Schools District Supervisors to all School Heads in their respective district on February 2022.
4. The Division Staff Orientation-Workshop of facilitators will be done on January 14, 2022, 8:30 a.m. onwards at SDO-Sorsogon Bulwagan ng Karunungan.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 421-5415
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5. Attached as enclosures are the following:

- Enclosure No. 1- List of Participants
- Enclosure No. 2- Matrix of Activities

4. Meals of the participants during the orientation are chargeable against the HRTD Fund while the travel expenses of participants shall be chargeable against local fund subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance of this Memorandum are desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



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Enclosure No. 1 to Division Memorandum No. 03 s. 2022

LIST OF PARTICIPANTS

Batch 1 Participants (January 20-21, 2022)	
SDS	1
ASDS	1
CID and SGOD Chiefs	2
Education Program Supervisors of CID and SGOD	11
Education Program Specialists (ALS)	2
Senior Education Program Specialists	4
Education Program Specialist II (SGOD)	4
Division Coordinators	6
Planning Officer	1
Administrative Officer V for Administration	1
Administrative Officer V (HRMO)	1
Accountant III	1
Legal Officer III	1
Budget Officer	1
Supply Officer	1
ICT Officer	1
Engineer III	1
Medical Officer III	1
Cashier	1
Project Development Officer I	2
Project Development Officer II	2
Training Staff	8
TOTAL	54
Batch 2 Participants (January 24-25, 2022)	
	Number
SDS	1
ASDS	1
PSDSs/OIC PSDSs	35
Training Staff	9
TOTAL	46



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Enclosure No. 2 to Division Memorandum No. 03 s. 2022

MATRIX OF ACTIVITIES

Time	Day 1	Day 2
7:00-8:00	Arrival and Registration	
8:00-10:00	Opening Program Preliminaries Session 1 <ul style="list-style-type: none"> • DepEd Learning and Development System (Arnold Peralta) 	Morning Preliminaries Management of Learning Session 5 <ul style="list-style-type: none"> • Learning and Development and QATAME (Leah H. Peran)
10:00-10:15	Health Break	
10:15-12:00	Session 2 <ul style="list-style-type: none"> • Learning and Development Needs Assessment (Sharon Vito) 	Session 6 <ul style="list-style-type: none"> • Learning and Development Process Map • L and D Proposal Preparation • Preparation of Completion Report (Bernadette R. Bedis)
12:00-1:00	Lunch Break	
1:00- 3:00	Session 3 <ul style="list-style-type: none"> • L and D Planning • L and D Designing (Arnold Peralta) 	Post Activity Evaluation Closing Program
3:30-5:00	Session 4 <ul style="list-style-type: none"> • L and Resource Package Development • Program Delivery (Bernadette R. Bedis) 	



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