



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

05 April 2021

Division MEMORANDUM

No. 164, s. 2021

To : Chiefs of SGOD and CID
Education Program Supervisors
Public Schools District Supervisors / District-in-Charge
Senior Education Program Specialists
Education Program Specialists
Program Management Team
This Division

**RE-ORIENTATION ON THE USE OF THE LEARNING AND DEVELOPMENT
INFORMATION SYSTEM (LDIS) AND CONTINUING PROFESSIONAL
DEVELOPMENT (CPD) CREDIT UNITS APPLICATION**

1. The field is hereby informed of the conduct of the aforementioned activity on **April 07, 2021, 8:00 A.M. to 5:00 P.M.** at Gold Bar, Bag-ong Lungsod, Tandag City.
2. Institutionalizing the LDIS is one way of ensuring the efficient and effective program delivery of NEAP- and CPD-accredited L&D trainings/activities. It shall serve as a tracking system of all the programs conducted and to be conducted. It is a joint effort of the HRD and the ICT Section to ensure that the L&D process flows are followed despite the onset of the COVID-19 pandemic.
3. The HRD Section shall provide technical assistance to Program Owners / Focal Persons as well as Education Leaders in applying NEAP standards for accreditation of programs, facilitators, trainers, resource persons, and other L&D service providers and implementers. Such accreditation ensures that professional development continues for the teaching, non-teaching, and teaching-related human resource of this division.
4. At the end of this training-workshop, the women and men participants will be able to learn how to use the LDIS and apply for CPD- and/or NEAP-accreditation.
5. Specifically, it aims to make women and men participants:
 - a. Know the ISO-certified templates and attachments for L&D Design Proposals and Completion Reports;
 - b. Capable of managing the LDIS, a component of the HRMIS, to support the provision of quality professional development programs; and
 - c. Prepare the needed requirements for the accreditation of their L&D programs.



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
☎ (086) 211-3225
✉ surigaodelsur.division@deped.gov.ph



ISO Cert. No. AW/PH909100102



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

6. The following are the participants of this event. Travel Authority shall follow:
 - 2 Chiefs of SGOD and CID
 - 15 Education Program Supervisors / Division Coordinators
 - 35 Public Schools District Supervisors or District INSET In-charge
 - 4 Senior Education Program Specialists
 - 4 Education Program Specialists
7. The templates can be downloaded through this link:
<https://tinyurl.com/HRDTemplates2021>
8. **All participants** must bring their own laptop, extension wire, and WiFi modem for this activity.
9. The Program Management Team (see Enclosure) shall come early as registration shall start at 7:30 A.M.
10. For your guidance and action. Immediate and widest dissemination of this Memorandum is desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: (1) Program Matrix
(2) Program Management Team
Reference/s: None
To be indicated in the Perpetual Index
under the following subjects:

HRD L&D CPD NEAP templates

MAN/DM- RE-ORIENTATION ON THE USE OF THE LEARNING AND DEVELOPMENT INFORMATION SYSTEM (LDIS)
AND CONTINUING PROFESSIONAL DEVELOPMENT (CPD) CREDIT UNITS APPLICATION

_____/April 05, 2021



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
☎ (086) 211-3225
✉ surigaodelsur.division@deped.gov.ph



ISO Cert. No. AW/PH909100102



Republic of the Philippines
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

Enclosure 01 of Division Memorandum No. ____, s. 2021

**RE-ORIENTATION ON THE USE OF THE LEARNING AND DEVELOPMENT INFORMATION SYSTEM (LDIS) AND
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) CREDIT UNITS APPLICATION**

Date/Time	Session No. and Title	Session Objectives	Output/ Outcome	Topic Content Highlights	Teaching/ Learning Methodology	Nominated Facilitator	Resources
8:00 – 8:30 a.m. (30 mins)	PRELIMINARIES						
8:30 – 9:00 a.m. (30 mins)	OPENING PROGRAM						
9:00 - 10:30 a.m. (90 mins)	Session 1 L&D – from Proposal to Completion	Know the ISO- certified templates and attachments for L&D Design Proposals and Completion Reports	Elements of the templates and attachments thoroughly explained	The templates for the L&D program proposal and completion report must follow certain standards.	90 mins. Lecture with workshop in between	Mary Luz B. Advincula- Niere, MBA	Computer Slide deck presentation Sample Templates
10:30 – 10:45 a.m. (15 mins)	Health Break						
10:45 – 12:00 n.n. (75 mins)	Session 2 Learning and Development	Learn the process flow of using the existing LDIS	Process Flow of the LDIS navigation	The LDIS contains components that is	75 mins. Lecture with Workshops in between	Marvin G. Minguillan	Laptop, Projector, Screen



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
☎ (086) 211-3225
✉ surigaodelsur.division@deped.gov.ph





Republic of the Philippines
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

	Information System	and input upcoming L&D programs thereto	thoroughly explained	consistent with the existing L&D Process Flows			Slide deck presentation LDIS Process Flow
12:00 – 1:00 p.m. (30 mins)	LUNCH BREAK						
1:00 – 2:45 p.m. (105 mins)	Session 3 CPD-Credit Units Application	Prepare the application requirements for CPD-Accreditation	CPD-Accreditation Application Requirements Compiled and Packed	With DepEd-Caraga being accredited as CPD Provider, application has now been made convenient.	60 mins. Lecture and 45 mins. Workshop	Carlos Tian Chow C. Correos, MAELT	Laptop, Projector, Screen Slide deck presentation CPD Application Checklist
2:45 – 4:30 p.m. (105 mins)	Session 4 NEAP-Recognition of L&D Trainings	Prepare the application requirements for CPD-Accreditation	NEAP-Recognition Application Requirements Compiled and Packed	Even if the Focal Person does not apply for CPD, the L&D programs must still be submitted to the Regional Office for	60 mins. Lecture and 45 mins. Workshop	Carlos Tian Chow C. Correos, MAELT	Laptop, Projector, Screen Slide deck presentation NEAP Application Checklist



6 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 6 (086) 211-3225
 6 surigaodelsur.division@deped.gov.ph





Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

				NEAP recognition.			
4:30 – 5:00 p.m. (30 mins)	CLOSING PROGRAM						



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
☎ (086) 211-3225
✉ surigaodelsur.division@deped.gov.ph



ISO Cert. No. AW/PH909100102





Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Enclosure 02 of Division Memorandum No. ____, s. 2021

PROGRAM MANGEMENT TEAM

Position	Name of In-charge	Terms of Reference
Program Manager	MARY LUZ B. ADVINCULA-NIERE	The Program Manager prepares the design proposal and all its attachments, serves as the overseer of the event, compiles all Curriculum Vitae and Resource Packages prepared by the Learning Facilitator, and finalizes the Completion Report.
Training Manager	ERLYN G. MANGADLAO	The Training Manager focuses on the actual activity, particularly in the lectures and workshops, to ensure that the program is implemented as planned
Logistics Manager	JHONNY B. ORZALES	The Logistic Manager shall ensure that the requirements and documents needed during the event are checked and/or prepared, verifies if the meals and snacks are ready and correct based on the List of Menu, prepares and processes the Purchase Request, and coordinates with the people who have parts in the program matrix.
Welfare Officers	RUFINO T. REYES	The DRRM Officer or Representative shall ensure that the safety measures for a venue are met.
	HYPZIBAH L. ANDOY	The H&N Representative shall ensure that the Minimum Health Standards are met in the venue, record instances when participants have their Blood Pressure and other health concerns are checked, and checks body temperature of participants upon entry to the venue.
QATAME Associate	VOLTAIRE C. ASILDO	The QATAME Associate shall prepare the M&E tool that will be used and forward the link to the HRD for dissemination, and forwards update to the Documenter about the responses during the event.
Learner Facilitators	MARY LUZ B. ADVINCULA-NIERE CARLOS TIAN CHOW C. CORREOS, MARVIN G. MINGUILLAN	The Learner Facilitators shall prepare their Resource Package and submit to the HRD for quality assurance.



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph



ISO Cert. No. AW/PH909100102



Republic of the Philippines
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

Documenters	VON JASON A. CASA	The photographer documents all the highlights of the activity/training and arrange them with caption to form part of the Completion Report, and prepares minutes of the event when needed.
	JOANNE C. BALAN	The secretariat shall prepare the Attendance Sheet, ensure that the details on the List of Participants are correct, check the Pre-Test and Post Test and prepare the List of Scores, and print updates on M&E.



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph



ISO Cert. No. AW/PH909100102