



Office Memorandum  
No. 184, s. 2019

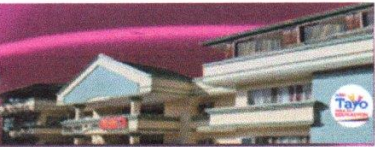
TO: SGOD/CID Chiefs  
Division Chief of Sections  
EPS/SEPS/EPS II  
Focal Persons/Coordinators  
This Division

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**  
Schools Division Superintendent

SUBJECT: **SUBMISSION OF COMPLETE TRAINING PACKAGE FOR LEARNING AND  
DEVELOPMENT ACTIVITIES FOR APRIL AND MAY 2019**

DATE: April 11, 2019

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1. DepEd-Surigao del Sur has reviewed and reformulated policy guidelines on designing Learning and Development (T&D) programs and in conducting activities for the capacity and capability building of the DepEd personnel and staff. These policies are implemented in consonance with the existing policies and guidelines prescribed by the Civil Service Commission (CSC) PRIME-HRM, DepEd NEAP and Commission on Audit (COA).
  2. In view of the goal of DepEd-Surigao del Sur for PRIME-HRM Accreditation, the Human Resource and Development Section requires all training programs to provide complete learning package before the approval and the conduct of the learning and development activities.
  3. Prior to approval, the following documents must be completed. Any one (1) lacking from these documents will not be signed by the HRD Focal Person, the PMIS Verifier and the Budget Officer:
    - a. Training Needs Assessment Result
    - b. Training Program Design
      - Session Guides
      - Slide Decks
    - c. Training Matrix
    - d. Memorandum
    - e. Detailed Purchase Request
    - f. List of Menu
    - g. Committees with Terms of Reference
    - h. List of Trainers with qualifications
    - i. Program Management Team
    - j. QATAME Team
  4. The HRD section should ensure completeness of this documents as mandated by the above mentioned agency.
  5. All Focal Persons who scheduled their trainings in the month of April and May are required to submit the complete training package at the HR Section earlier for posting to PhilGeps. Other focal persons who will conduct on the succeeding months are also advised to prepare these documents and submit earlier for accreditation to NEAP and PRC.



6. Please take note of the changes on the signatories below:

Prepared by: Focal Person

Reviewed and Evaluated: **CARLOS TIAN CHOW C. CORREOS**  
Human Resource and Development – Head

Verified thru PMIS: **UCILLE A. GALVEZ**  
Division Planning Officer/PMIS Monitor

Funds Available: **MYRNA D. CALLOTE**  
Administrative Officer V/Budget Officer

**BETHANY I. EVILLA, CPA**  
Accountant III

Noted: **ELVIRA S. URBIZTONDO, Ph. D. (for SGOD trainings)**  
SGOD Chief

**CELSA A. CASA Ph. D. (for CID trainings)**  
CID CHIEF

Recommending Approval: **JASMIN R. LACUNA**  
Assistant Schools Division Superintendent

APPROVED: **MARILOU B. DEDUMO, Ph. D., CESO V**  
Schools Division Superintendent

7. Immediate dissemination of and compliance with this memorandum is directed.

Inc.: As stated  
(sgod/hrd/correos)

References:

DepEd-NEAP L and D Manual/CSC PRIME-HRM/D.O.11, s. 2011/OM-GO-NEAP-00008/  
D.M.192, s. 2016

To be indicated in the Perpetual Index  
under the following subjects

POLICY  
EMPLOYEES

PROGRAM FUNDS  
QUALITY ASSURANCE

LEARNING AND DEVELOPMENT