



Republic of the Philippines
Department of Education
 MIMAROPA REGION
 SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Division of Marinduque
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 Date: JUN 29 2023

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 39, s. 2023

TO: Asst. Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
 OIC, Schools Division Superintendent

SUBJECT: **IMPLEMENTATION OF THE LEARNING AND DEVELOPMENT (L&D) ONLINE TRACKING TOOL**

DATE: June 27, 2023

- Pursuant to Civil Service Commission Memorandum Circular No. 23, s. 2016 titled **“Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)”**, this Office implements the Learning and Development (L&D) Online Tracking Tool.
- The L&D Intervention Online Tracking Tool is one of the tracking mechanisms of the Schools Division of Marinduque to effectively provide, track, and evaluate provided L&D interventions to all personnel in the Division. As a complement to the needs assessment and development plans of all personnel, the L&D intervention tracking tool can measure the efficiency of L&D processes and improve the L&D system.
- The L&D Intervention Tracking Tool can be accessed, per district, thru the following links:

| DISTRICT | L&D TRACKING TOOL LINK |
|---------------------|--|
| Boac North | bit.ly/LDTrackingBoacNorth2023 |
| Boac South | bit.ly/LDTrackingBoacSouth2023 |
| Buenavista | bit.ly/LDTrackingBuenavista2023 |
| Gasan | bit.ly/LDTrackingGasan2023 |
| Mogpog | bit.ly/LDTrackingMogpog2023 |
| Sta. Cruz East | bit.ly/LDTrackingSCEast2023 |
| Sta. Cruz North | bit.ly/LDTrackingSCNorth2023 |
| Sta. Cruz South | bit.ly/LDTrackingSCSouth2023 |
| Torrijos | bit.ly/LDTrackingTorrijos2023 |
| SDO-Based Personnel | bit.ly/LDTrackingSDO2023 |

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4. **All teaching, teaching-related, and non-teaching personnel are required to answer the said tracking tool on or before July 6, 2023 5:00PM.** They are advised to prepare at least one (1) certificate of any L&D intervention received and a copy of their latest Personal Data Sheet (PDS) to efficiently accomplish the said tool. The list of L&D interventions is included in the tool, for guidance of all concerned.

5. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyle david.atienza@deped.gov.ph.

6. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA

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Malusak, Boac, Marinduque

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