



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

Department of Education
Division of Marinduque
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Office of the Schools Division Superintendent

November 3, 2023

DIVISION MEMORANDUM

No. 68-A, s. 2023

**POLICY ON LEARNING AND DEVELOPMENT (L&D) OF THE DEPARTMENT
OF EDUCATION – SCHOOLS DIVISION OF MARINDUQUE**

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

1. 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, through the Division Human Resource Development Committee (HRDC), issues the **Policy on Learning and Development (L&D) of the Department of Education – Schools Division of Marinduque** which has been noted for implementation by the CSC Regional Office IV on October 31, 2023.
2. The policy serves as a guide for all SDO personnel, both SDO-based and field personnel, in understanding L&D activities of the Division. Specifically, it aims to:
 - 2.1. create standards in assessing, planning, designing, delivering, and evaluating learning and development programs and activities across offices within the SDO Marinduque functional divisions, including the standards of the products and outputs expected from the performance of said processes;
 - 2.2. ensure the quality, relevance and cost-effectiveness of activities for competence development;
 - 2.3. provide capacity-building activities to enhance the knowledge, skills, and attitude of personnel so that they can contribute to the achievement of the program thrusts and priorities of SDO Marinduque;
 - 2.4. recommend deserving teaching, non-teaching, and related-teaching personnel for scholarships to enhance personal and professional growth;
 - 2.5. inspire employees to participate in learning and development activities and other lifelong learning programs for the benefit of the organization and for personal growth and development;
 - 2.6. hone employees with the essential knowledge, skills, and attitudes to perform their duties and functions effectively and proficiently where gaps have been acknowledged after performance reviews or performance assessments;

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- 2.7. define the roles, responsibilities, and coverage of the functional divisions in learning and development;
 - 2.8. foster collaboration among the functional divisions in providing learning and development services;
 - 2.9. conduct evaluation on training activities using prescribed assessment tools for improvement in the succeeding similar training; and
 - 2.10. utilize the latest information technology to fast-track the delivery of services among teaching, non-teaching, and related-teaching personnel.
3. Further, this policy exercises the principle of equal opportunity. No one shall be discriminated from partaking in and accessing L&D interventions based on but not limited to sex, age, gender, political affiliation, economic and social status, sexual orientation, ethnicity, religion, and physical disability.
4. This policy shall take effect immediately and remain in force unless sooner repealed, amended, or rescinded. All Division issuances on L&D which are inconsistent with this policy are hereby rescinded or repealed.
6. The policy can be accessed and downloaded through **bit.ly/DivPolicyLDMdq2024**.
7. Immediate dissemination of the contents of this Memorandum are desired.


LYNN G. MENDOZA, EdD
OIC-Schools Division Superintendent

Encls: as stated
References: CSC MC No. 23 Series of 2016

To be indicated in the Perpetual Index
under the following subjects:

FORMS	MONITORING AND EVALUATION	POLICY	SEMINARS
TRAINING PROGRAMS	WORKSHOPS		

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