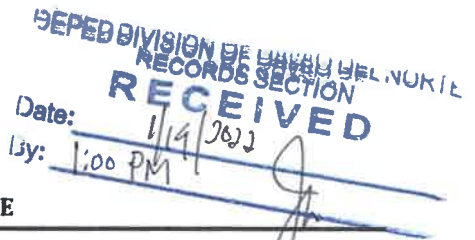




Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE



Office of the Schools Division Superintendent

January 18, 2022

DIVISION MEMORANDUM
No. 65, s. 2022

2022 1st Semester Workplace Learning Programs of the Civil Service Commission

To: Assistant Schools Division Superintendent
Chief EPS of Curriculum Implementation Division
Chief EPS of School Governance and Operations Division
Division Section Heads

1. Relative to the letter dated January 11, 2022 from the Civil Service Commission, this Division announces the scheduled Learning and Development Programs for the First Semester of 2022 which will be delivered through online platform. Attached is the List of Learning and Development Programs for your reference.
2. All interested Non-Teaching Personnel are advised to accomplish the attached template and submit to the Division Office through the Schools Governance and Operations Division on or February 4, 2022.
3. For more information and clarifications, interested personnel may contact Ms. Gay P. Taguiran and/or Ms. Romela T. Pangandoyon of the Division Human Resource Development Unit.
1. All concerned are required to STRICTLY observe the health protocols as prescribed by the Inter-Agency Task Force (IATF) on Covid 19 during this pandemic. Further, all is also encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
2. Immediate dissemination of and compliance with this memorandum are directed.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

Intent Paper for Learning and Development Program

Name: _____

Current Position: _____

Assigned School/Office: _____

Age: _____ Gender _____

DepEd Email Account: _____

Mobile Number: _____

Facebook Account: _____

I would like to declare my intent to participate in the Learning and Development Program offered by _____ entitled _____
 (Name of the Agency)

_____ on _____
 (Title of the Training/Seminar/Webinar) (Inclusive Date)

I understand that signing this form means that if my intent is approved, I will take full responsibility in completing the required hours and sessions of the learning program. If I failed to complete the requirement through my fault or wilful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control, I shall refund in full to the Department of Education such sums of money as may have been defrayed by the Philippine government for expenses incidental for having attended the program or course.

Likewise, upon completion of the learning program, I will submit the following to the Division Office through the Schools Governance and Operation Division-Human Resource Development Unit, to wit;

Training/Seminar/Webinar	1. Action Plan and Job-Embedded Learning Template 2. Job Improvement Commitments
Learning Course	Submit and Implement Re-Entry Plan

Signature over Printed Name

Date Signed





Title of Learning and Development Program	Date	Schedule
Workplace Engagement Competency Profiling (WECP)	February 21-24, 2022	(4 sessions / 1PM-5PM)
Supervisory Development Course Track 1 (SDC 1)	February 21-24, 28 & March 1-4, 7 2022	(10 sessions / 8AM-12NN)
Basic Supervisory Development Course (BSDC)	February 8-11, 2022	(4 sessions / 8AM-12NN)
Public Service Ethics and Accountability (PSEA)	March 8-11, 2022	(4 sessions / 8AM-12NN)
Alay sa Bayan (ALAB)	March 7-11 & 14, 2022	(6 sessions / 1PM-5PM)
Seminar on Administrative Justice (SOAJ)	March 21-25 & 28, 2022	(6 sessions / 1PM-5PM)
Leave Administration Course for Effectiveness (LACE)	March 22-25, 2022	(4 sessions / 8AM-12NN)
Pre-Retirement Counselling Seminar (PRCS)	April 1, 4-8, 2022	(6 sessions / 8AM-12NN)
Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 (ORAOHRA)	April 4-8 & 11, 2022	(6 sessions / 1PM-5PM)
Basic Customer Service Skills (BCSS)	April 18-21, 2022	(4 sessions / 1PM-5PM)
Supervisory Development Course Track 1 (SDC 1)	April 18-22, 25-29, 2022	(10 sessions / 8AM-12NN)
Values Orientation Workshop (VOW)	May 2-6 & 9, 2022	(4 sessions / 1PM-5PM)
Strategic Talent Acquisition on Recruitment (STAR)	May 3-6, 2022	(4 sessions / 8AM-12NN)
Basic Supervisory Development Course (BSDC)	May 10-13, 2022	(4 sessions / 8AM-12NN)
Workplace Engagement Competency Profiling (WECP)	May 10-13, 2022	(4 sessions / 1PM-5PM)
Supervisory Development Course Track 2 (SDC 2)	May 16-20, 23-27, 2022	(10 sessions / 8AM-12NN)
Gender Sensitivity Training (GST)	May 17-18, 2022	(2 sessions / 8AM-12NN)
Public Service Ethics and Accountability (PSEA)	May 17-20, 2022	(4 sessions / 1PM-5PM)
Alay sa Bayan (ALAB)	May 23-27; 30, 2022	(6 sessions / 1PM-5PM)
Seminar on Administrative Justice (SOAJ)	June 1-3; & 6-8, 2022	(6 sessions / 1PM-5PM)
Supervisory Development Course Track 1 (SDC 1)	June 1-3; 6-10; & 13-14, 2022	(10 sessions / 8AM-12NN)



Leave Administration Course for Effectiveness (LACE)	June 14-17, 2022	(4 sessions / 8AM-12NN)
Basic Customer Service Skills (BCSS)	June 14-17, 2022	(4 sessions / 1PM-5PM)
Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 (ORAOHRA)	June 20-24; & 27, 2022	(6 sessions / 1PM-5PM)
Supervisory Development Course Track 2 (SDC 2)	June 20-24; 27-30 & July 1, 2022	(10 sessions / 8AM-12NN)