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DEPED MALAYBALAY CITY DIVISION  
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Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

**DIVISION MEMORANDUM**

No. 447, s. 2020

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
All Others Concerned

From: For the Schools Division Superintendent

  
**RALPH T. QUIROG**  
Chief Education Supervisor, CID

Date: November 11, 2020

Subject: **CAPABILITY DEVELOPMENT OF DIVISION PERSONNEL AND SCHOOL MANAGERS ON LEARNING AND DEVELOPMENT SYSTEM**

1. Pursuant to Civil Service Commission Memorandum Circular No. 43, s. 1993 entitled Streamlining and Deregulating Human Resource Development Functions, this Office through the Human Resource Development section of the School Governance and Operations Division will conduct a **Learning and Development Seminar-Workshop** through Malaybalay City Icons Digital Live Stream via facebook live at Deped Tayo – Malaybalay City in two batches on the following schedules:

Batch	Schedule	Participants
Batch 1	November 24-25, 2020	Division Personnel ( SDS, ASDS, Chief ES, EPS, PSDS, SEPS, EPS II, PDO, OSDS Unit Heads
Batch 2	November 26-27, 2020	School Heads, 1 Master Teacher per school and HRD Coordinator

2. Enclosed is the Matrix of the activity. Queries relative to this can be relayed to **RIA K. ALCUIZAR**, Education Program Specialist II - HRD at **09271501978**.

Enclosure:  
As stated  
Copy furnished:  
Records Unit  
HRD

TO BE POSTED IN THE WEBSITE



Purok 6, Casisang, Malaybalay City  
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Email: Malaybalay.city@deped.gov.ph



**Republic of the Philippines**  
**Department of Education**  
**REGION X- NORTHERN MINDANAO**  
**DIVISION OF MALAYBALAY CITY**

**CAPABILITY DEVELOPMENT OF DIVISION PERSONNEL AND SCHOOL MANAGERS ON LEARNING AND DEVELOPMENT SYSTEM ACTIVITY MATRIX**

<b>PROGRAMME: November 24, 2020</b>		
<b>8:00-8:30</b>	Registration	
<b>8:30-9:00</b>	Opening Program	
	National Anthem Prayer Opening Remarks	<b>Multimedia Presentation</b> <b>Multimedia Presentation</b> <b>Lorenzo O. Capacio</b> <i>Chief Education Supervisor, SGOD</i>
	Message	<b>Victoria V. Gazo, PhD, CESO V</b> <i>Schools Division Superintendent</i>
	Overview of the Program	<b>Aliena S. Dajay</b> <i>Assistant Schools Division Superintendent</i>
<b>9:00-10:00</b>	Preparing the Learning Environment	<b>Ria K. Alcuizar</b> <i>Education Program Specialist II, HRD</i>
<b>10:00-12:00</b>	L&D Perspective and System Overview	<b>Woodrow Wilson B. Merida</b> <i>Senior Education Program Specialist, HRD</i>
<b>12:00-1:00</b>	Lunch	
<b>1:00-3:00</b>	Governance and Enabling Mechanisms (GEM) Subsystem	<b>Ralph T. Quirog</b> <i>Chief Education Supervisor, CID</i>
	Functions of the Personnel Development Committee	<b>Lorenzo O. Capacio</b> <i>Chief Education Supervisor, SGOD</i>
<b>3:00-5:00</b>	Learning and Development Needs Assessment Overview	<b>Rachel R. Valde</b> <i>Education Program Supervisor</i>
	Conduct of Learning and Development Needs Assessment in the Division	<b>Ria K. Alcuizar</b> <i>Education Program Specialist II HRD</i>
<b>PROGRAMME: November 25, 2020</b>		
<b>8:00-8:30</b>	Registration	
<b>8:30-10:00</b>	Learning and Development Planning Subsystem	<b>Aba Q. Allaba</b> <i>Public Schools District Supervisor</i>
<b>10:00 -12:00</b>	Learning and Development QATAME Process	<b>Edelina M. Eborá</b> <i>Senior Education Program Specialist, Monitoring and Evaluation</i>
<b>12:00-1:00</b>	Lunch	



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1:00-3:00	Learning and Development Program Designing	<b>Ria K. Alcuizar</b> <i>Education Program Specialist II HRD</i>
3:00-5:00	Closing Program	
<b>PROGRAMME: November 26, 2020</b>		
8:00-8:30	Registration	
8:30-9:00	Opening Program	
	National Anthem Prayer DRRM Opening Remarks	<b>Multimedia Presentation</b> <b>Multimedia Presentation</b> <b>Multimedia Presentation</b> <b>Lorenzo O. Capacio</b> <i>Chief Education Supervisor, SCOD</i>
	Message	<b>Victoria V. Gazo, PhD, CESO V</b> <i>Schools Division Superintendent</i>
	Closing Remarks	<b>Ralph T. Quirog</b> <i>Chief Education Supervisor, CID</i>
	Overview of the Program	<b>Aliena S. Dajay</b> <i>Assistant Schools Division Superintendent</i>
9:00-10:00	Preparing the Learning Environment	<b>Ria K. Alcuizar</b> <i>Education Program Specialist II, HRD</i>
10:00-12:00	L&D Perspective and System Overview	<b>Woodrow Wilson B. Merida</b> <i>Senior Education Program Specialist, HRD</i>
12:00-1:00	Lunch	
1:00-3:00	Governance and Enabling Mechanisms (GEM) Subsystem	<b>Ralph T. Quirog</b> <i>Chief Education Supervisor, CID</i>
3:00-5:00	Learning and Development Needs Assessment Overview	<b>Rachel R. Valde</b> <i>Education Program Supervisor</i>
	Conduct of Learning and Development Needs Assessment in school and online submission	<b>Ria K. Alcuizar</b> <i>Education Program Specialist II HRD</i>
<b>PROGRAMME: November 27, 2020</b>		
8:00-8:30	Registration	
8:30-10:00	Learning and Development Planning Subsystem	<b>Aba Q. Allaba</b> <i>Public Schools District Supervisor</i>

