



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Kalibo, Aklan



September 21, 2018

**DIVISION MEMORANDUM**

No. 324, s. 2018

**ORIENTATION-WORKSHOP ON LEARNING AND DEVELOPMENT (L&D) SYSTEM  
AND ITS STANDARDS**

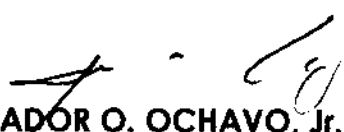
To: **Chief Education Supervisors  
Education Program Supervisors  
Unit Heads  
Public Schools District Supervisors  
Principals-In-Charge of the District  
Head Teacher In-Charge of the District  
Heads of Public and Private Elementary,  
Secondary and Integrated Schools  
All others concerned**

1. This is to inform the field that there will be an Orientation-Workshop on Learning and Development (L&D) System and its Standards on October 4-6, 2018, at Adees Catering Services, Kalibo, Aklan.
2. The training aims to:
  - a. Identify the program cycle within the L&D system
  - b. Explain the standards of the program management and implementation
  - c. Identify the roles and responsibilities of the program management: internal QATAME and external QATAME and
  - d. Identify the mechanisms and tools in conducting
    - i. Internal QATAME
    - ii. External QATAME
3. The participants to this activity are:
  - a. Schools Division Superintendent
  - b. Assistant Schools Division Superintendent
  - c. Chief Education Supervisors
  - d. Education Program Supervisors
  - e. Division IPED Coordinator
  - f. Senior/Education Program Specialists
  - g. Division Planning Officer
  - h. Project Development Officers
  - i. Information Technology Officer I
  - j. 5 per District (PSDSs/PIDs/HTID, District M& E Coordinator, District ICT Coordinator, School Head (Elem) and School Head (Sec))
4. No registration fee. Meals and materials will be charged to HRD Downloaded Fund while traveling expenses shall be charged to

*"May katawhayan ag kalipayn sa among mga escuelahan."*

school/local funds subject to the usual accounting and auditing procedures.

5. School heads are reminded of the **"no disruption of classes policy"**. Appropriate measures should be implemented in order to ensure that make up classes shall be held by teachers who will participate in this activity. Also, adjustments in class schedules may be made so that the learners of these teachers are taken care of.
6. Furthermore, trainers and participants are entitled of 1-day service credit where it applies in accordance with DepED Order No. 53, s. 2003 entitled "Updating Guidelines on the Grant of Vacation Service Credits to Teachers."
7. Immediate dissemination of this Memorandum is strongly desired.

  
**Dr. SALVADOR O. OCHAVO, Jr., CESO VI**  
Schools Division Superintendent

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

TEACHERS	TRAINING	PROGRAM	WORKSHOP
----------	----------	---------	----------

RFD

*"May katawhayan ag kalipayn sa among mga escuelahan."*