



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**

Archbishop Gabriel M. Reyes Street, Kalibo, Aklan



June 24, 2019

**DIVISION MEMORANDUM**

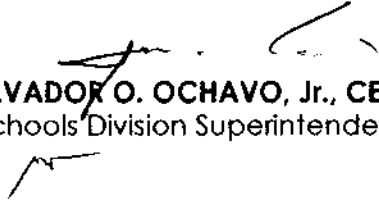
No. 179, s. 2019

**SUBMISSION OF LEARNING AND DEVELOPMENT  
(L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED**

**To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Unit Heads  
Senior/Education Program Specialists  
Heads of Public Elementary, Secondary and Integrated Schools  
Division Office Personnel  
All others concerned**

1. The Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) aims to elevate the HR public sector to a level of excellence for good governance and efficient public service.
2. One of the phases of PRIME HRM is Learning and Development System. Learning and Development System are processes and mechanisms for building competencies and developing potentials of staff, leaders and teams to ensure that the organization has the competent and engaged workforce it needs.
3. In line with this, to track the records of DepEd-Aklan teaching, non-teaching, and related-teaching personnel who has attended various seminars/workshops/trainings and to provide equality, equity and necessary learning and development interventions, all is advised to submit Learning and Development (L&D) Interventions/Training Programs Attended for the last three (3) School Years' (SY 2016-2017, 2017-2018, 2018-2019 in soft (excel form) and hard copies following the prescribed attached template.
4. District Offices are advised to consolidate the school's soft (CD or Flash Drive) and hard copy and submit to the Division Office attention: Mr. Roland F. Democrito, Education Program Specialist II-HRDS on or before July 26, 2019.
5. Immediate dissemination of and compliance of this Memorandum is highly desired.

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

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

Enclosure: as stated  
Reference: PRIME-HRM Manual  
Allotment: 1 – (R.O. s. 1994)  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES      POLICY      SEMINAR      TEACHERS      WORKSHOP      TRAINING

RFD

*“May katawhayan ag kalipayan sa among mga escuelahan.”*

## FOR TEACHERS

**Learning and Development (L&D Interventions/Training Programs Attended**  
SY 2016-2017, 2017-2018, 2018-2019

[illegible]

Prepared by:

Signature Over Printed Name

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

## FOR SCHOOL HEADS

**Learning and Development (L&D Interventions/Training Programs Attended**  
SY 2016-2017, 2017-2018, 2018-2019

[illegible]

Prepared by:

Signature Over Printed Name

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

**FOR NON-TEACHING/RELATED-TEACHING**

**Learning and Development (L&D Interventions/Training Programs Attended**  
SY 2016-2017, 2017-2018, 2018-2019

[illegible]

Prepared by:

Signature Over Printed Name

*"May katawhayan ag kalipayan sa among mga escuelaan."*