



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

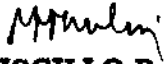
**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 500, s. 2021

**REVISED LEARNING AND DEVELOPMENT (L&D) DESIGN AND ITS PROCESS FLOW**

To: Assistant Schools Division Superintendents  
Chief, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/Districts-In-Charge  
Section Heads  
Elementary and Secondary School Heads  
All Others Concerned

1. This is to inform the field particularly the program owners both in the Division Office and in the Districts who have been using Activity Design Template to observe the following revisions:
  - a) That the activity design is now revised from Training & Development Design to Learning & Development Design as attached to this directive.
  - b) To fast track the approval of Learning and Development Design, the process flow for all Learning and Development activities is herewith for guidance.
  - c) All Learning and Development Activities should have a Quality Assurance, Technical Assistance, Monitoring and Evaluation (QATAME) as part of the Program Management Team.
2. Such also serves as mechanism for early purchase of supplies, materials, and proper arrangement of venue to the awarded service provider in compliance with the required procurement procedures.
3. All Education Program Supervisors, Public Schools District Supervisors/Districts-In-Charge are hereby directed to utilize the said template of Learning and Development Designs and submit to this office at least three (3) weeks prior to the conduct of the activity. The Learning and Development Designs must be approved at least fifteen (15) days prior to the conduct of the training.
4. The activities must abide with the no-disruption of classes policy as stipulated in DepEd Order No.9 s.2005 titled" Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith" therefore activities must be conducted during Fridays/Saturdays only.
5. Furthermore, the end-user/focal person is directed to submit an Activity Completion Report seven (7) to ten (10) working days after the activity/training thru email address : [depednegor.hrtid@gmail.com](mailto:depednegor.hrtid@gmail.com). The L&D Activity Completion Report ACR template is also part of the enclosures.
- 8.For information, guidance and compliance.

  
**SENE PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent



# LEARNING & DEVELOPMENT DESIGN for

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**DATE:**

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**VENUE/ MODALITY:**

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Prepared by:

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for the

Department of Education  
**DIVISION OF NEGROS ORIENTAL**

DATE: \_\_\_\_\_

Training Code (TMS) : \_\_\_\_\_



At the end of the one-day orientation-workshop, it is expected that the following will be achieved:

**Objectives:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Expected Outcome/ Success Indicator:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**III. The Program Content and Delivery Mode**

**A. The Program Content and Expected Outputs:**

Date & Time	Resource Speaker/ Learning Facilitator	SESSION TITLE/Topic	SESSION OBJECTIVES	CONTENT	EXPECTED OUTPUTS

**Note : Please attach Training/ activity matrix**



Note: Approval Sheet should be one (1) whole page

Prepared by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: PSDS/DIC for District  
\_\_\_\_\_  
\_\_\_\_\_

This Activity Design titled"\_\_\_\_\_ " has been prepared by  
**(Name)** \_\_\_\_\_, **(Position)** \_\_\_\_\_ on \_\_\_\_\_ (Date) \_\_\_\_\_ at DepEd, Division of Negros Oriental,  
Dumaguete City.

**APPROVAL SHEET:**

Recommending Approval:

\_\_\_\_\_  
Section Heads/CID/SGOD Chief Education Supervisor

**DAN P. ALAR EdD**

Senior Education Program Specialist-Learning and Development{L&D}  
Education Program Supervisor-MAPEH

**KARL T. CREDO EdD**

Planning Officer-III

Certifying Availability of Funds:

\_\_\_\_\_  
Budget Officer-III (for Division Office)  
Bookkeeper/s (for District/School Activities)

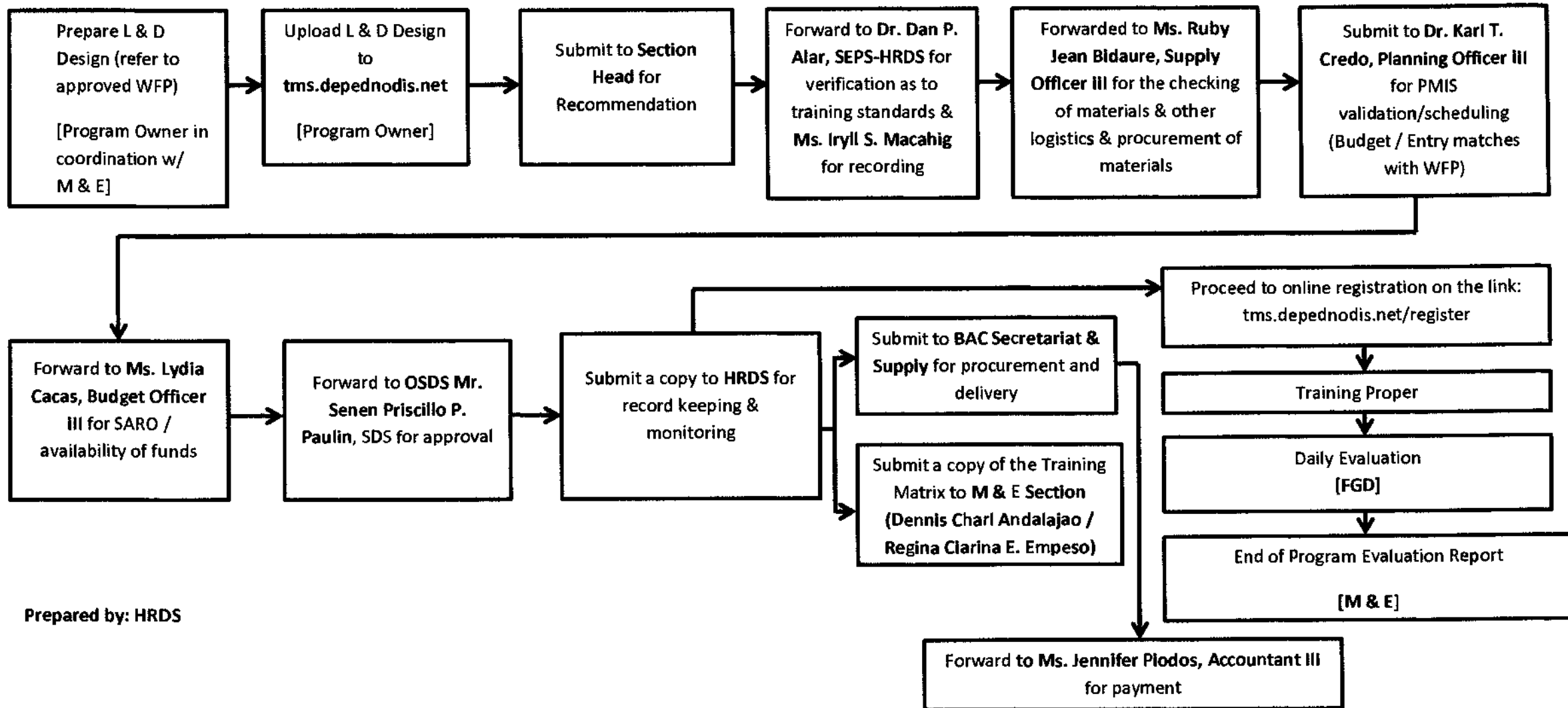
Approved:

**SENEN PRISCILLO P. PAULIN, CESO V**

Schools Division Superintendent

# LEARNING AND DEVELOPMENT DESIGN APPROVAL PROCESS FLOW

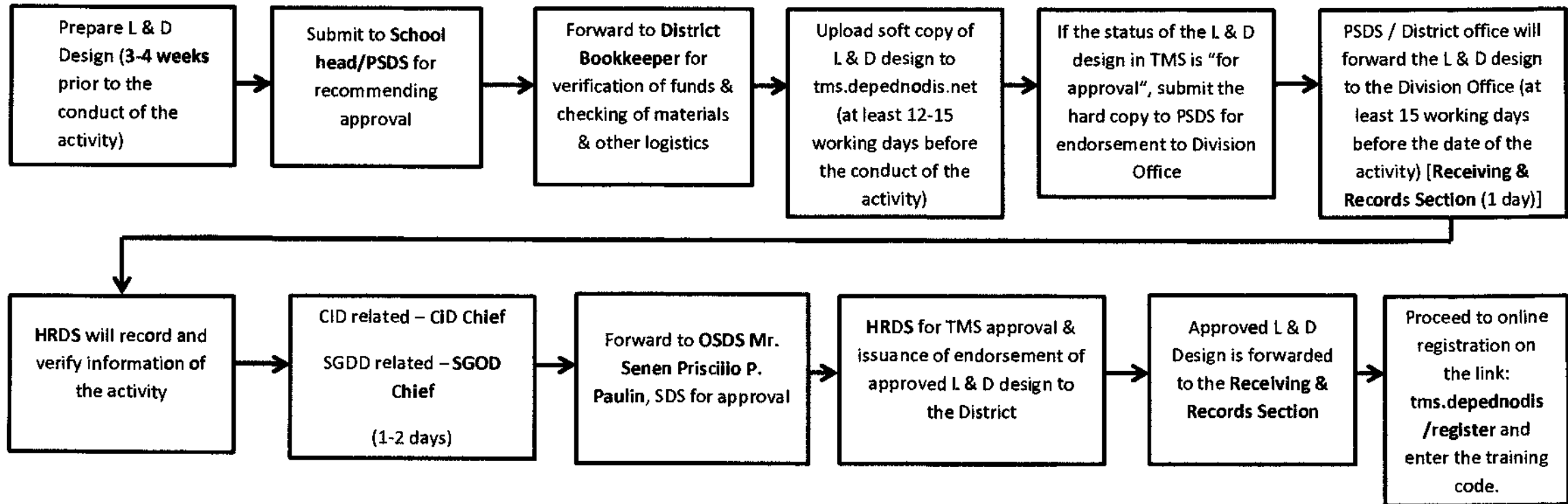
(for Division Office)



Prepared by: HRDS

# LEARNING AND DEVELOPMENT DESIGN APPROVAL PROCESS FLOW

(for District/School)







Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
 www.depednegor.net

**LEARNING & DEVELOPMENT COMPLETION REPORT**

I. ACTIVITY INFORMATION	
TITLE:	
DATE:	
VENUE/MODALITY:	
TOTAL BUDGET:	
SOURCE OF FUNDS:	
PARTICIPANTS' DESCRIPTION	
TOTAL NO. OF PARTICIPANTS	
TRAINING/ACTIVITY FOCAL PERSON:	
POSITION:	
STATION:	

II. PARTICIPANTS: (* PLEASE INDICATE THE ACTUAL NUMBER OF PARTICIPANTS DURING THE TRAINING/ACTIVITY)						
A. GENERAL	ELEMENTARY	JUNIOR HIGH SCHOOL	SENIOR HIGH SCHOOL	NON-TEACHING	TOTAL	
MALE						
FEMALE						

B. TEACHING	TEACHER 1	TEACHER 2	TEACHER 3	MASTER TEACHER 1	MASTER TEACHER 2	MASTER TEACHER 3	TOTAL
MALE							
FEMALE							

C. TEACHING RELATED	HEAD TEACHER 1	HEAD TEACHER 2	HEAD TEACHER 3	PRINCIPAL 1	PRINCIPAL 2	PRINCIPAL 3	PRINCIPAL 4	TOTAL
MALE								
FEMALE								

D. NON-TEACHING	ADA	ADAS	AO	REGISTRAR	GUIDANCE COUNSELOR	PDO	EPS	SEPS	DEPS
(YOU MAY MODIFY BASED ON YOUR PARTICIPANTS)									
MALE									
FEMALE									

III. RECOMMENDATIONS TO IMPROVE THE ACTIVITY/TRAINING:
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<b>IV. REQUIRED ATTACHMENTS</b>
A. APPROVED TRAINING/ACTIVITY DESIGN
B. MEMORANDUM
C. PROGRAM & MATRIX
D. ATTENDANCE
E. LIST OF TRAINING/ACTIVITY MANAGEMENT TEAM
F. PDS OR PROFILE OF TRAINERS/FACILITATORS
G. CHECKLIST OF FACILITATION SKILLS PER SESSION
H. PICTURES IN ACTION WITH APPROPRIATE DESCRIPTION
I. COMPILED T & D- M & E FORM 1: INDIVIDUAL PROFILE TEMPLATE
J. SUMMARY OF M & E FORM 3: END OF PROGRAM ASSESSMENT
K. OUTPUTS WITH APPROPRIATE DESCRIPTION

<b>SUBMITTED BY: (END-USER/FOCAL PERSON)</b>	<b>ENDORSED BY: (DIVISION CHIEF/DEPARTMENT HEAD/PSDS)</b>
_____ SIGNATURE OVER PRINTED NAME	_____ SIGNATURE OVER PRINTED NAME
DATE:	DATE: