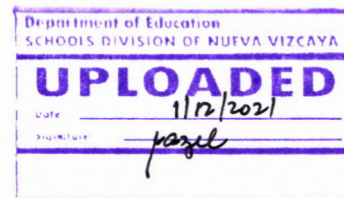




Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA



12 Jan 2021

DIVISION MEMORANDUM
 No. **06**, s. 2021

REITERATION OF COMPLIANCE TO DIVISION LEARNING AND DEVELOPMENT (L&D) GUIDELINES AND UTILIZATION OF HUMAN RESOURCE DEVELOPMENT (HRD) ISO FORMS

To: Office of the Assistant Schools Division Superintendent
 School Governance and Operations Division Chief
 Curriculum Implementation Division Chief
 Public Schools District Supervisors/District In-Charge
 Public Elementary and Secondary School Heads
 All others concerned

1. As an attestation of quality services deemed mandated by ISO 9001:2015 principles, the Office through the **SGOD-HRD Section** hereby expects all program owners/proponents of L&D activities, Division-based and field to strictly comply with the set Division L&D guidelines, along other related issuances. *See attached.*
2. For ease of processing documents, all concerned are advised to **read, understand** and **conform** with the slated provisions.
3. Non-compliance of the set guidelines shall mean return of L&D documents, delay of approval and/or non-approval of such.
4. Herewith in this Memorandum are the following documents, templates:

Title	Issuance No.	Issuance Date	Level of Applicability	Remarks (Relevant Content, Process-flow)
<i>Learning and Development (L&D) Plans, Proposals and Terminal reports</i>	Division Memo. No. 8, 2019	January 9, 2019	Schools Division Office, Districts, Schools	L&D Guidelines
<i>Reiteration on DM 8, s. 2019 Re Learning and Development</i>	Division Memo.	July 25, 2019	Schools Division Office,	* FIRST STEP to be read/done/



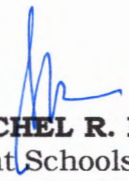
Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
 Telephone Nos.: (078) 362-0106, 09171589946
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Doc. Code: **FM-OSDS-SDS-001** Rev: **01**
 As of: **01-09-2020** Page: **1**

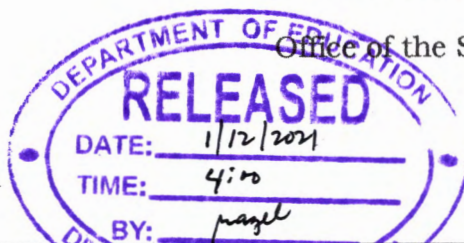


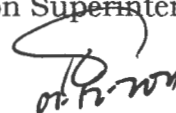
Title	Issuance No.	Issuance Date	Level of Applicability	Remarks (Relevant Content, Process-flow)
(L&D) Plans, Proposals and Terminal reports	No. 142, 2019		Districts, Schools	followed by the proponent/s
Learning and Development (L&D) Activities for Learners	Division Memo. No. 52, 2020	February 20, 2020	Districts, Schools	
Submission of Learning Action Cells (LAC) Plans	Division Memo. No. 54, 2020	February 20, 2020	Districts, Schools	
Utilization of Updated HRD ISO Forms for Learning and Development (L&D) Activities as per Guidelines	Division Memo. No. 11, 2020	January 15, 2020	Schools Division Office, Districts, Schools	ISO – Forms * SECOND STEP to be done/ followed by the proponent/s
Corrigendum to DM 11, 2020 Re Utilization of Updated HRD ISO forms for Learning and Development (L&D) Activities as per Guidelines	Division Memo. No. 243, 2020	October 21, 2020	Schools Division Office, Districts, Schools	
Learning and Development (L&D) Electronic Log (E-Log) Form	Division Memo. No. 116, 2020	May 28, 2020	Schools Division Office, Districts, Schools	Electronic registration of proposals * THIRD STEP to be done/ followed by the proponent/s

5. This Memorandum takes effect immediately.
6. For information, guidance and strict compliance.


RACHEL R. LLANA PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encls.:
As stated




 01/12/2021



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