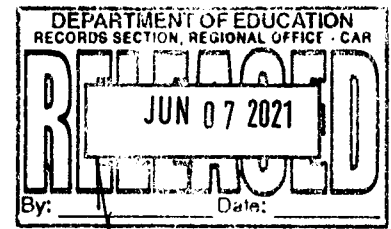




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



June 3, 2021

REGIONAL MEMORANDUM
NO. 228-2021

**SUBMISSION OF FY 2016-2021 DATA OF LEARNING AND DEVELOPMENT
ACTIVITIES WITH CORRESPONDING OUTPUT PER PERSONNEL**

To: Assistant Regional Director
Schools Division Superintendents
All Other Concerned
All Divisions

1. Pursuant to Civil Service Commission Memorandum Circular No. 3, s. 2012¹ and DO 32, s. 2011,² the Department of Education adheres to a systematic program of career and professional development to support the continuous capacity and capability development of its manpower to improve performance.
2. In this connection, this Office requires the submission of **FY 2016-2021 Data of Learning and Development Activities with Corresponding Output per Personnel** to serve as baseline for the analysis of outputs and knowledge transfer mechanisms from individual L&D activities vis-à-vis organizational effectiveness and efficiency.
3. Furthermore, the data collected shall aid the identification of succeeding L&D participants, resource speakers and facilitators.
4. This request shall cover all L&D activities, either RO/ SDO/ District/ School led and/ or sponsored by external entities attended by all Teaching and Non-Teaching personnel and officials covering Fiscal Years 2016 to 2021.
5. In consideration of the sensitivity of data being collected, the following key offices are required to submit the Email Address of designated editors to access the Links for Online Entry Sheet before **June 5, 2021**, viz:

Coverage	Office	Links for Online Entry Sheet
Regional Office	Human Resource Development Division (HRDD)	https://tinyurl.com/ROTrackLD
SDO Abra	School Governance and Operations Division (SGOD) - Human Resource Development	https://tinyurl.com/AbraTrackLD
SDO Apayao		https://tinyurl.com/ApayaoTrackLD
SDO Baguio City		https://tinyurl.com/BaguioTrackLD
SDO Benguet		https://tinyurl.com/BenguetTrackLD
SDO Ifugao		https://tinyurl.com/IfugaoTrackLD
SDO Kalinga		https://tinyurl.com/KalingaTrackLD
SDO Mt. Province		https://tinyurl.com/MPTrackLD
SDO Tabuk City		https://tinyurl.com/TabukTrackLD

¹ Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)

² Policies and Guidelines on Training and Development (T&D) Programs and Activities

6. Foregoing considered, assigned personnel shall populate the assigned online sheet, template shown in **Enclosure 1** before **June 11, 2021**, strictly following the rules provided per column, to ensure reliability of automated output reports.
7. Moreover, the Online Entry Sheet includes the following summary sheets with automatic formula dependent on the data entered in Item No. 4 to countercheck the entries per Office, attached as Enclosure 2, to wit:
 - a. Number of Training Encoded per Position per Year; and
 - b. Talled Number of Output Delivered per Position.
8. In the cases of Offices without readily available data, they may opt to have their respective personnel fill-up individual data by utilizing the following link: <https://tinyurl.com/InputTrackLD> one entry per training attended.
9. For inquiries and clarifications, please contact NEAPR through Chief Education Supervisor Jennifer P. Ande at jennifer.ande@deped.gov.ph or 09190073814.
10. Immediate compliance of this Memorandum is directed.


ESTELA L. CARIÑO EdD, CESO III
Director IV/ Regional Director



Enclosure 1. Template and Mechanics for the FY 2016-2021 Data of Learning and Development Activities with Corresponding Output per Personnel (Sheet A)

(A) DepED Email	(B) Title of L&D Interventions/ Training Programs/ Scholarships Attended	(C) Inclusive Dates of Attendance		(D) Number of Hours	(E) Type of L&D	(F) Conducted by	(G) Source of Fund/ Sponsor	(H) OUTPUTS AND OR RE-ENTRY PLAN							
		(i) From	(ii) To					(i) Applied to Function/s or Implementation of PPAs	(ii) Disseminated through an InService Training/ SDO Training	(iii) Proposed/ Developed/ Conducted Research	(iv) Proposed/ Developed/ Deployed Innovation	(v) Conducted Community/ Extension Service	(vi) Others (Please specify)		

Instructions in Filling Out the Template

- A. DepED Email must be active and ensure accurate entry to activate traceability per DepED Email vis-à-vis PSIPOP data on years of service, date hired, etc); This is repeated per entry of Training Title.
- B. Title of L&D Attended shall start from the most recent L&D/training program and the last five (5) years covering 2020 down to 2016
- C. Date of Attendance: Month/Date/ Year in this format: mm/dd/yyyy, ie: 06/02/2021
 - i. Start
 - ii. End
- D. Total Number of Hours
- E. Type shall either be: Managerial; Supervisory; or Technical
- F. Please specify if the training is conducted by the RO/ SDO/ District/ School or the specific Agency for external activities
- G. Source of Fund must be: RO/ SDO/ School MOOE; HRTD/ INSET/ OPDNTTP; Sponsor (specify); or Personal
- H. Fill-up the appropriate column for outputs that transpired due to the training attended, otherwise, indicate N/A
 - i. Functions may include: Instruction/ Administrative/ PPA Implementation (specify)
 - ii. Specify the coverage (RO/ SDO/ District/ School)
 - iii. State the level reached (Proposed/ Approved/ Conducted/ Published), Title and the year of completion, if applicable (This may be duplicated if multiple trainings attended have directly influenced the Research)
 - iv. Provide the level reached (Proposed/ Approved/ Conducted/ Deployed), Title and the year of completion, if applicable (This may be duplicated if multiple trainings attended have directly influenced the Innovation)
 - v. Enumerate the service extended (This may be duplicated if multiple trainings attended have directly influenced the E/C service)
 - vi. For other outputs, that are directly influenced by the L&D activity, not catered by Items H.i to H.v please provide a summary in Column vi.

Enclosure 2. Automated Tally of Entries*

POSITION	YEAR				
	2016	2017	2018	2019	2020
Position 1					
.....					
Position N					
Grand Total					

POSITION	B. TALLIED NUMBER OF EMPLOYEES PER OUTPUT DELIVERED (Sheet C)					
	(i) Applied to Function/s or Implementation of PPAs	(ii) Disseminated through an InService Training/ SDO Training	(iii) Proposed/ Developed/ Conducted Research/	(iv) Proposed/ Developed/ Deployed Innovation	(v) Conducted Community/ Extension Service	(vi) Others (Please specify)

*This output sheet is automatically fetched from the data entered in Sheet A, which shall serve as the guide of the encoder, no need to input data manually.