



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF ISABELA

01 July 2021

**DIVISION MEMORANDUM**

No. 35 s. 2021

**GUIDELINES IN THE SUBMISSION OF LEARNING AND DEVELOPMENT  
ACTIVITY PROPOSALS AND COMPLETION REPORTS  
FOR TEACHERS AND SCHOOL LEADERS**

To: Asst. Schools Division Superintendents  
LD Coordinators  
Chiefs, CID and SGOD  
Public Schools District Supervisors/ DICs  
Public Elem. and Sec. School Heads  
Public Elem. and Sec. Teachers  
All Others Concerned

1. This Office, through the Human Resource Development (HRD) Section, issues these Guidelines in the Submission of Learning and Development (L&D) Activity Proposals and Completion Reports for Teachers, School Leaders, and other L&D proponents effective immediately.
2. All L&D activities (i.e. SLACs, INSETs) proposed by teachers shall be utilizing the templates in the Google drive accessible through the link [tinyurl.com/LnDofTeachers](https://tinyurl.com/LnDofTeachers). **These will no longer be forwarded to the SDO nor to RO2 for approval.** The approving authority shall be the School Head for school-based L&Ds; the Public Schools District Supervisor (PSDS) or District In-Charge (DIC) shall approve district-wide L&Ds.
  - a. After the L&D implementation, a Completion Report shall also be submitted to the approving authority for approval.
  - b. For reference and proper acknowledgement, details of these implemented L&Ds shall be submitted by the proponent through the link [tinyurl.com/InfoLnDofTeachers](https://tinyurl.com/InfoLnDofTeachers).
3. L&D activities proposed by School Heads shall be forwarded to the SDO for approval by the Schools Division Superintendent (SDS). Templates for these can be downloaded through [tinyurl.com/LnDofSchoolHeads](https://tinyurl.com/LnDofSchoolHeads).
  - c. To ensure quality and completeness of required documents, proposals from School Heads shall be submitted to the Division Sub-committee for Quality Assurance on L&D Activity Proposals and Completion Reports.
  - d. Required documents for submission are properly filled in (1) Indorsement, (2) Certification, and (3) Proposal Template, (4) photocopy of approved Annual LAC Plan if the L&D is LAC, (5) photocopy of approved Work and



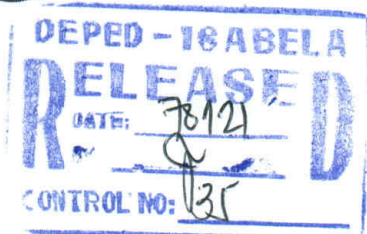
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- Financial Plan (WFP), and (6) Curriculum Vitae (CV) of Learning Facilitators or Resource Speakers.
- e. If and when a proposal passes the standards, the Chairperson and Members of the Division Sub-committee shall affix their signatures in the Certification, and submit the proposal to SDO through the HRD Section.
  - f. The Secretariat of the Sub-committee shall also submit the complete details of the proposal through [tinyurl.com/InfoLnDofSchoolHeads](http://tinyurl.com/InfoLnDofSchoolHeads).
  - g. The submission of proposals shall be at least ten (10) days **before** its implementation.
  - h. Within ten (10) days **after** its implementation, the Completion Report must be submitted to SDO through the HRD Section. The template for this report is also available for downloading through [tinyurl.com/LnDofSchoolHeads](http://tinyurl.com/LnDofSchoolHeads). Required attachments are (1) Attendance Sheet, (2) QAME Result, (3) Brief Narrative Report, and (4) Pre- and Post-test Questions and its Summary of Results.
4. All L&D activity proposals from the SDO Proper shall be endorsed by the SDS to NEAP-RO2. Templates and all required attachments for these can be downloaded through [tinyurl.com/SDOProperLnD](http://tinyurl.com/SDOProperLnD).
    - a. Prior to its endorsement, the SGOD-HRD Section shall screen proposals as to the completeness of required documents.
    - b. Submission of these proposals to the HRDS shall be at least forty-five (45) days before its implementation.
  5. All previous Division issuances on L&D submissions which are inconsistent with the provisions of this Memorandum are hereby rescinded.
  6. For widest dissemination, guidance, and strict compliance.

  
**MADELYN L. MACALLING, PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer In-Charge  
 Office of the Schools Division Superintendent

Encl:

Reference: DepEd Order 001, s. 2020  
 DM 50, s. 2020  
 RM 135, s. 2021

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

National Educators Academy of the Philippines  
 Teachers  
 School Leaders  
 Learning and Development Programs

SGOD/jda/eei



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