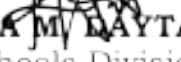


	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074)422-7501	
	DIVISION MEMORANDUM NO. <u>079</u> s. 2020	

TO: All SDO Personnel
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM: 
BENILDA M. DAYTACA, EdD, CESO VI
 Asst. Schools Division Superintendent
 OIC - OSDS



SUBJECT: SDO Benguet Learning and Development Program through Online Professional Development Courses

DATE: April 6, 2020

1. The Schools Division Office strongly encourages all Teaching, Teaching-Related and Non-teaching Personnel to enroll not only in face to face Professional Development Programs but to explore also online Professional Development Courses in order to address individual professional development plans and to avail oneself of continuous learning.
2. Several online courses are available through the Massive Open Online Course (MOOC) system or in Distance Learning Programs offered by Higher Education Institutions.
3. In support to the personal initiative of those who will undergo such professional development courses, the division office will be recognizing completers through a certificate of completion upon proper validation and verification of the HRMDC in the division office.
4. Specifically, courses to be taken by every personnel must address the reported Training Needs presented in **Annex A** or courses related to the personnel's KRA.

5. The following documents must be presented by the personnel who completed a professional development course through MOOC before he/she will be awarded the certificate of completion:
 - a. Screenshot of enrolment form or registration to a course (this is usually being emailed to the student upon registration).
 - b. Course description with identified number of hours.
 - c. Syllabus/ topic outline of course enrolled or program matrix.
 - d. Screenshots of completed tasks, quizzes or requirements (with a passing mark).
 - e. Certificate of completion (if provided) or any proof of completion of the course (this document is usually being emailed to the student).
 - f. Learning and Development Plan (***Annex B***)
6. All screen shot MOVs must bear a logged-in status of the personnel in his or her official Dep-Ed e-mail addresses.
7. Only online courses with at least 20-hour duration or more, accomplished from March 17, 2020 and onwards shall be recognized.
8. Widest dissemination of this memorandum is desired.

Annex A: List of Training Needs per Position/Designation

DESIGNATION/POSITION	PRIORITY AREA TO BE ADDRESSED BASED ON THE COMPETENCY NEEDS ANALYSIS
Public Schools District Supervisors (14) Education Program Supervisors (9) Senior Education Program Specialist (4)	<ul style="list-style-type: none"> • Provides feedback and technical assistance such as coaching or performance improvement and action planning <hr/> <ul style="list-style-type: none"> • Innovation and Research (Resourcefulness and use of ingenious methods; root cause analysis; innovations in curriculum implementation)
Education Program Specialist II (5) Senior Education Program Specialist (4) NURSE (4) Guidance Counselors (2) Administrative officers (11) Administrative Aide (11)	<ul style="list-style-type: none"> • Writes routine communications, narrative and descriptive report based on readily available data with minimal errors in technicalities and mechanics. • Demonstrates effectively different written business communication formats used in DepEd. • Research and Innovation
Administrative Aide (11)	Learn new computer applications that can help employees in delivering work efficiently and effectively
Teachers (T1-T3)	*KRA 1, Obj. 3 (Teaching strategies for critical thinking) *KRA 2, Obj. 3 (Individualized Learning) *KRA 3, Obj 3 (Developing and using LRs, including ICT-based LRs) *KRA 4, Obj 1 (Designing, organizing, using summative assessments) *Core Behavior: Innovation/ Research
School Heads/MT 1-3/Head Teachers	Please refer to your KRA

Annex B: Learning and Development Plan

I. Title of Training/Course:

II. Time Duration:

III. Mode of Delivery:

IV. Insights:

Topic/Lesson	Insights/Learnings
Topic 1: _____	
Topic 2: _____	
Topic 3: _____	
<i>(Add rows if needed)</i>	

V. Action Plan

Objectives	Activities/ Actions/ Steps	Timeline	Expected Output	Success Indicator	Actual Accomplishment

VI. Attachments/Enclosures

(Documents stipulated in the memo)

Prepared By:

Noted By:

Supervisor/School Head

Note: Use 12 font size font; Ariel