

Division Memorandum
No. 06, s. 2018

TO: SGOD and CID Chiefs
All PSDS/DIC
All School School Heads Concerned
This Division

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: **POLICIES AND DIRECTIVES ON PARTICIPATION OF SCHOOL HEADS AND TEACHERS
TO LEARNING AND DEVELOPMENT ACTIVITIES CONDUCTED BY THE DIVISION
OFFICE**

DATE: January 3, 2019

1. The Department of Education-Division of Surigao del Sur is presently active in implementing fundamental reforms that include efforts for human resource development at all levels to sustain quality performance of schools and learners.
2. Learning and Development (L&D) provides professional development and improves competencies and work performance through the provision of a wide variety of opportunities for individual growth in knowledge, attitudes, and skills. It is a personal and professional growth process for better learner outcomes. Hence, attendance to trainings, seminars, workshops, conferences, symposiums and other related activities mandated by the higher offices must be prioritized.
3. Pursuant to the provision of paragraph (e), Article 11 of R.A. No. 7836 otherwise known as the Philippines Professionalization Act of 1991 and paragraph (a), section 6 of Philippine Decree No. 223 as amended by the Board of Professional Teachers, every teacher shall participate in continuing professional development program to improve his efficiency and enhance the prestige of the profession and strengthen his competence, virtues and productivity.
4. Per observation from the professional learning and development activities conducted last year, some school heads and teachers identified to attend trainings and other activities stipulated in the division memos and travel orders were not attending or refused to attend without prior information or valid reasons. Some were sending replacements who could not grasp the inputs due topics discussed were not related to their KRAs.
5. To strengthen the direction of the Division's Learning and Development implementation, this division-wide policy has been directed.
6. Thus, identified school heads and teachers stipulated in the division memorandum and travel authority must prioritize the designed learning and development activities.



7. School heads and teachers who will not attend the activity due to very urgent matters must write a letter of explanation addressed to the Schools Division Superintendent and a copy to be furnished to the Human Resource and Development Department Focal Person.
8. In case of valid reasons for non-participation are provided, replacements may be accepted provided that a letter of replacements and explanations will also be provided.
9. If activities in the division, districts or schools fall on the same schedule, the activities in the division must be prioritized. The activities conducted by the higher level of governance must always prevail.
10. Immediate dissemination of this memorandum is directed.

sgod/hrd/correos

References: R.A. No. 7836
Philippine Decree No. 223
Training and Development Operations Manual

To be indicated in the Perpetual Index
under the following subjects

TRAINING AND DEVELOPMENT

POLICY STANDARDS