



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

December 21, 2022

Division MEMORANDUM

No. 809, s. 2022

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
L&D Committee for PRIME-HRM
This Division

**TIMELINE OF SUBMISSION OF ADDITIONAL MEANS OF VERIFICATION
FOR THE L&D PILLAR IN PRIME-HRM ACCREDITATION APPLICATION**

1. All members of the L&D Committee are hereby informed and ordered to comply with the needed means of verification (MOVs) stipulated in Enclosure 01 of this issuance.
2. To ensure that the additional MOVs required by the Civil Service Commission, the Committee shall also abide by the timeline below:

Dates	Activities	Persons Responsible
December 20-28, 2022	Preparation of MOVs as assigned in Enclosure 01	Point Persons in Enclosure 01
December 29, 2022	Submission and Consolidation of MOVs for checking and compilation of consolidators	Consolidators Point Persons in Enclosure 01
January 02, 2023	Submission and Consolidation of MOVs for checking and compilation of L&D Chairperson	Mary Luz B. Advincula-Niere Lieu Gee Keeshia C. Guillen Jovannie M. Demafles Point Persons in Enclosure 01
January 03, 2023	Committee Meeting for the presentation of additional MOVs.	All L&D Committee Members
January 04, 2023	Compilation in Nitro and submission to CSC by the Head Secretariat	Erlyn G. Mangadlao Marvin G. Minggullan Melchor O. Catcha





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3. For your guidance and action. Immediate dissemination of this Office Memorandum is desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

By the Authority of the
Schools Division Superintendent:


GILBERT L. GAYRAMA, CESE
Assistant Schools Division Superintendent

Encl.: as stated

Reference/s:

- (1) Minutes of Meeting of L&D Committee dated 13 December 2022; and
- (2) Remarks and Comments from the Civil Service Commission

To be indicated in the Perpetual Index

under the following subjects:

HRD-initiated

PRIME-HRM

L&D Pillar

MAN//DM- TIMELINE OF SUBMISSION OF ADDITIONAL MEANS OF VERIFICATION FOR THE L&D PILLAR IN
PRIME-HRM ACCREDITATION APPLICATION

20/December 20, 2022



LIST OF MOVs AND POINT PERSONS FOR L&D PILLAR IN PRIME-HRM

REQUIREMENTS	CSC REMARKS	LnDC REMARKS based on MoM 19Dec22	Proposed MOV's/Solutions	POINT PERSONS
1. Structures and Roles The Agency has a PDC that performs additional functions to address specific L&D needs (e.g., develops customized criteria and screening process for selecting nominees to scholarships and conferences).	- No Minutes of the Meetings - No Guidelines in the selection of nominees to L&D Interventions/scholarship - The Office Order has enumerated the functions of the PDC but no additional documents have been presented to show that the committee performed additional functions to address the specific L&D needs	- every function will have an MOV (supporting documents)	Minutes of the PDC Meetings for previous scholarship grant decisions	MARY LUZ B. ADVINCULA-NIERE LIEU GEE KEESHIA GUILLEN
		e.g. endorsement from PDC to SDS	Guidelines in the selection of nominees to L&D Interventions/scholarship	MARY LUZ B. ADVINCULA-NIERE
		-letter J (PPST, PPSH) will be anchored to PDC	Office Order enumerating addition functions of the PDC supported with additional documents such as endorsement from PDC to SDS	MARY LUZ B. ADVINCULA-NIERE
		-quarterly report to be submitted to the SDS as to the utilization with signatories of the PDC Committee, SPPD	4 Quarterly Reports 2022 signed by PDC Committee with proof of receipt by SDS as to the utilization	LIEU GEE KEESHIA C. GUILLEN
		Craft DM and compile District SPPD		
#1 consolidator: MARY LUZ B. ADVINCULA-NIERE				

2. Review Mechanism The Agency tracks the efficiency of L&D processes and uses data to improve system	Budget utilization - The budget as presented was only for a training good for 3 days Participants' feedback on conduct of L&D interventions (Level 1 Evaluation) - The form provided was not filled out and accomplished		Prepare 1 package for 1 LAC session in school (for short period) or 1 to 2-day District-initiated L&D activity with LDNA, Design Proposal, Resource Package, LF Profile, Completion Report with Actual Budget Utilization and List of Pax (attendance sheet), QATAME Results	ALL SCHOOL HEADS AND PSDS members of L&D Committee consolidator: FELISA B. BATISTIL
			1 CPD-accredited package of EPSs and ASDS	ALL EPS members of L&D Committee ASDS consolidator: MEGENILA C. GUILLEN
			1 HRD-initiated or GAD-direct L&D Activity	MARY LUZ B. ADVINCULA-NIERE
			1 L&D Activity for NTPs (that of AOs from AOV)	ERLYN G. MANGADLAO
#2 & #4 main consolidator: ERLYN G. MANGADLAO				

3. Information and Communication (use of technology) The Agency uses a computer-based system to maintain L&D data and documents.	Remarks: LDIS/eHRIS does not reflect the percentage of employees and the list of training required and has been attended	There was already a data prepared and provided but the CSC seem to have missed this MOVs. IT Officer was also assigned to code the LDIS for it to reflect this data.	Establish a mechanism with corresponding process flow as to how the needed data below could be acquired from the LDIS: 1. % of trained employees on the dashboard (trained VS not) 2. % of trained individual per job group 3. List of Trainings participated by an employee 4. List of Trainings Conducted with HGDG rating (Design Proposal) • and PIMME rating (Completion Report)	MARVIN G. MINGUILLAN (mechanism and process flow) MARY LUZ B. ADVINCULA-NIERE (division memorandum)
Annual L&D Report - Financial Report of Actual Expenditure presented only showed the allocation and expenditure of one training activity covering the period January 26-28, 2022 only.			Attach the approved Annual L&D Report 2022 covering the 4 outputs of PIR presented during HRD convergence	ERLYN G. MANGADLAO
No Minutes of PDC was found			Minutes of PDC about the LDIS and other HRD-related ITC innovation	JOEVANNIE M. DEMAFILES & MARVIN G. MINGUILLAN

No Profile of internal and external Learning Service Provider/ Subject Matter Expert	Existent	Repackaging Profile of internal and external Learning Service Provider/ Subject Matter Expert	JOEVANNIE M. DEMAFILES & MELCHOR O. CATCHA
#3 main consolidator: MARVIN G. MINGUILLAN			
4. Design The agency has a training design process that involves developing terminal and session objectives aligned with validated learning needs of targeted learners, to guide training activity plan preparation and implementation.	CPD Completion Report - The ERs do not sufficiently show a training design process that involves developing terminal and session objectives aligned with validated learning needs of targeted learners	CPD of EPS Delos Santos & EPS Padua were showcased The same set of CPD- accredited package in #2 with a Completion Report that sufficiently show a training design process that involves developing terminal and session objectives aligned with validated learning needs of targeted learners	ALL EPS members of L&D Committee ASDS consolidator: MEGENILA C. GUILLEN
5. Learning Service Provider Management The agency has a training design process that involves developing terminal and session objectives aligned with validated learning needs of targeted learners, to guide training activity	- No TOR/MOA/Contract with the LSPs/SMEs/Resource Persons - Summary of Trainer's Rating program - Daily Evaluation Resource/Facilitator form was not accomplished and do not reflect the summary of rating	Secure TOR/MOA/Contract with the LSPs/SMEs/Resource Persons Retrieve related RM and DM	JOEVANNIE M. DEMAFILES
	- get summary of Trainer's Rating program from EPS-II M&E, if not prepare it if in case M&E did not	Secure QATAME Data from Mr. Lozada	MELCHOR O. CATCHA

6. Policy Review and Formulation Reviews and refines L&D policies, policy guidelines to meet agency requirements and promote equal opportunity principles (eg; provision of enabling support for differently abled staff to meet targets) in collaboration with the PDC, managers/supervisors and top management.	No Minutes of the Review of the L&D Plan and its implementation	- review minutes of the SEPS-P&R during one of their events in which the LDNA Results of the Region and the Draft of the Division L&D Plan was presented some time in December	Secure minutes of the Review of the L&D Plan and its implementation	IRENE G. AJOC FELISA B. BATISTIL
7. Use of Technology Uses computer-based records and data management system to maintain L&D documents.	The computer-based system may be a good evidentiary requirement to support compliance to the indicator but need to present more proof as to how it can generate data and records maintenance and management systems.	There is an existing Canva on how the LDIS was used	Attach the step-by-step process on how to use & navigate the LDIS (ICTO conducting the use of LDIS), including the approved DM for its implementation	#5 & #6 main consolidator: JOEVANNIE M. DEMAFILES MARVIN G. MINGUILLAN

	But the HRM Office competency in the use of the computer-based system has to be established.		Attach the Attendance Sheet where Ms. Cabrera signed during the training.	JOEVANNIE M. DEMAFILES
			Secure a documentation in which part of the roles of Ms. Guerra is to make use of the LDIS, with a photo of her using the system	MARVIN G. MINGUILLAN & MELCHOR O. CATCHA
#7 main consolidator: MARVIN G. MINGUILLAN				
8. Communication Updates everyone in the Agency on L&D system and processes, and provides system review data to top management, managers/ supervisors and the PSB.	- No Office Memo/Circular presented - No General Assembly/ Orientation with Attendance Sheet - No Report on the Annual L&D Policy Review - The documents/ERs presented do not sufficiently showed compliance as to the requirements of updating everyone in the Agency on L&D system and processes, and provide system review data.		Secure the needed documents in Column 2	MEGENILLA C. GUILLEN MENERBA DAPAR CARLOS TIAN CHOW C. CORREOS consolidator: BEATRIZ A. TORIO

9. Developing M&E Tools and Approaches Develops pre-and post-test questionnaire/tools and approaches (e.g., recap and review activities, etc.) for use in assessing participants' acquisition of knowledge (Level 2 evaluation).	Structured Learning Experience Activities such as Role Playing, Simulation Exercises - Additional ERs should be presented to support compliance to this indicator.	Provide a Completion Report, if not the whole L&D package, where the Structured Learning Experience Activities are emphasized and present Additional ERs to support compliance to this indicator.	CARLOS TIAN CHOW C. CORREOS (division-level) BEATRIZ TORIO (district and school level) consolidator: MENERBA M. DAPAR
	The HRM Office's competence on the use and development of the tools should be established through the presentation of additional ERs.	Orient Ms. Guerra and secure proof of it	ERLYN G. MANGADLAO MELCHOR O. CATCHA
10. Delivery of L&D Interventions Conducts or manages implementation of L&D interventions based on activity plan.	Data found in the Program of Activities, Report of Actual Expenditures does not sufficiently show the "plan vs actual" accomplishment relative to L&D interventions	Improve the Approved Report on Planned VS Actual L&D Accomplishment Report, attach the Quarterly Updates released via DM	ERLYN G. MANGADLAO
		Provide data from program owners about monitoring of outputs , especially from the subject area experts	MEGENILA C. GUILLEN (division-level) LOVELEAH B. ALBARILLO (district and school level) consolidator: FLUELLEN L. COS
#8-10 main consolidator: LIEU GEE KEESHIA C. GUILLEN			
11. Managing Learning Service	Policy Manual on L&D 2022 Strategic HRD Plan	Secure a Policy Manual on Managing LSP	CARLOS TIAN CHOW C. CORREOS LOVELEAH B. ALBARILLO

Providers Develops and applies guidelines for identifying, monitoring and evaluating efficiency and effectiveness of L&D service providers.	for Teaching and Non-Teaching Personnel	Attach/repackage the Approved L&D 2022 Strategic HRD Plan for Teaching and NTP	ERLYN G. MANGADLAO
	Sample Evaluation Tool for Resource Speaker/Facilitator The documents above presented are not reflective as to appropriateness in terms of compliance to the indicator.	Secure Accomplished Evaluation Tool for Resource Speaker/Facilitator	MELCHOR O. CATCHA & JOEVANNIE M. DEMAFILES
	The HRMO and its staff have to present more evidence to show their involvement, participation and competence in the development and application of the L&D Guidelines among others.	Secure a documentation in which part of the roles of Ms. Guerra and her staff is to participate and be competent in the development and application of the L&D Guidelines among others	MARVIN G. MINGUILLAN & MELCHOR O. CATCHA
main consolidator: MELCHOR O. CATCHA			