



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Department of Education  
Division of Marinduque  
**RECORDS SECTION**  
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Office of the Schools Division Superintendent

March 11, 2025

**DIVISION MEMORANDUM**

No. 042, s. 2025

**INSTITUTIONALIZATION OF LEARNING AND DEVELOPMENT INFORMATION  
MANAGEMENT SYSTEM FOR DIVISION-INITIATED AND DIVISION-LED  
LEARNING AND DEVELOPMENT (L&D) ACTIVITIES**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Section/Unit Heads  
All Others Concerned

1. Division Memorandum No. 068-A s. 2023 titled "*Policy on Learning and Development (L&D) of the Department of Education – Schools Division of Marinduque,*" established standards in assessing, planning, designing, delivering, and evaluating learning and development programs and activities across offices within SDO Marinduque functional divisions, including the standards of the products and outputs expected from the performance of said processes.
2. CSC Memorandum Circular No. 024, s. 2016 titled "*Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators,*" requires support mechanisms such as information management and system review for all L&D activities. Further, a repository of L&D activities, tracking of L&D interventions received by employees, and evaluation of acquisition and application of learning are required.
3. In view thereof, this Office, through the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS) under Project TALINO (*Training And Learning Initiatives for Non-teaching and teaching personnel*), announces the **Institutionalization of Learning and Development Information Management System for Division-Initiated and Division-Led Learning and Development (L&D) Activities**.
4. Managed by the SGOD-HRDS, the Learning and Development Information Management System includes the following technology-based mechanisms for the efficient and effective delivery of formal learning and development activities in the Division:
  - a. Profile of Participants;
  - b. Evaluation of Acquisition and Application of Learning;
  - c. QR-Coded Certificates of Participation and Recognition;
  - d. Online Validation of L&D Participation;
  - e. Online L&D Intervention Tracking Tool;
  - f. Division L&D Repository; and



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g. Directory of Division-Initiated and Division-Led L&D Activities.

5. All L&D resources shall be stored in the Division L&D Repository. Hence, Division program owners of formal L&D activities shall coordinate with the SGOD-HRDS for the storage of L&D resources such as, but not limited to, (a) activity proposal, (b) activity sheets, (c) assessment tools, (d) session guides, and (e) slide decks. Furthermore, proper quality assurance, monitoring and evaluation (QAME) of L&D activities, in coordination with the SGOD-SMM&E, shall be ensured in accordance with Unnumbered Division Memorandum dated February 5, 2025 titled "*Management of Quality Assurance, Monitoring and Evaluation (QAME) of Learning and Development (L&D) Program Implementation.*"

6. Learning and Development (L&D) activities that are considered "*foundational*" or with less than 24 hours active learning hours shall not be subjected to Levels 2, 3, and 4 evaluations.

7. The following open-access L&D mechanisms are available through the following links:

- a. Online Validation of L&D Participation: [bit.ly/LDValidateMdq](http://bit.ly/LDValidateMdq)
- b. Division L&D Repository: [bit.ly/LDRepositoryMdq](http://bit.ly/LDRepositoryMdq)
- c. Directory of Division-Initiated and Division-Led L&D Activities: [bit.ly/LDDirectoryMdq](http://bit.ly/LDDirectoryMdq)
- d. Directory of CPD-Accredited PD Programs: [bit.ly/LD-CPDMdq](http://bit.ly/LD-CPDMdq)

8. The following documents are enclosed for reference:


- a. Enclosure 1: Process for Profile of Participants
- b. Enclosure 2: Process for Level 2 Learning Acquisition Evaluation
- c. Enclosure 3: Process for Level 3 Learning Application Evaluation
- d. Enclosure 4: Process for QR-Coded Certificates of Participation and Recognition

9. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

10. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

**LYNN G. MENDOZA, EdD**  
OIC-Schools Division Superintendent

For the SDS:

  
**MA. CECILIA S. MANAY**  
Chief Education Supervisor, SGOD  
Officer-in-Charge

Encls: as stated  
References: as stated

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

CERTIFICATES                      MONITORING AND EVALUATION  
RECORDS                              TRAINING PROGRAMS  
/SGOD-HRDS-KDA



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**PROCESS FOR PROFILE OF PARTICIPANTS**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER
Program Owner	<ol style="list-style-type: none"> <li>Copy of Signed Activity Proposal</li> <li>Copy of Signed Division Memorandum</li> <li>Copy of Pre-Test and Post-Test with Highlighted Key to Correction, if L&amp;D activity is with 24hrs or above active learning hours</li> </ol>	<ol style="list-style-type: none"> <li>Preparation of Profile of Participants Link and QR-code</li> </ol> <p><i>Reminder: Program owners shall submit the necessary inputs to the SGOD-HRDS at least five days before the L&amp;D delivery schedule.</i></p>	HRDS SEPS/EPS II	<ol style="list-style-type: none"> <li>Generated Essential Links and QR Codes for Conduct of L&amp;D Activity</li> </ol>	Program Owner
Program Owner	<ol style="list-style-type: none"> <li>Generated Essential Links for QR Codes for Conduct of L&amp;D Activity</li> </ol>	<ol style="list-style-type: none"> <li>Accomplishment of Profile of Participants during the Opening Program</li> </ol> <p><i>Reminder: The Profile of Participants link shall no longer accept responses:</i></p> <ol style="list-style-type: none"> <li>4 hours before the closing program, for one-day L&amp;D activities;</li> <li>12 hours before the closing program, for two-day L&amp;D activities; and</li> <li>24 hours before the closing program, for</li> </ol>	Participants of L&D Activities	<ol style="list-style-type: none"> <li>Accomplished Profile of Participants</li> </ol>	HRDS SEPS/EPS II

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER
		<i>three-day or more L&amp;D activities.</i>			
HRDS SEPS/EPS II	1. Accomplished Profile of Participants	3. Storage of Profile of Participants in the Division L&D Repository and L&D Intervention Tracking Tool Database	HRDS SEPS/EPS II	1. Digital Copy of Profile of Participants Stored in the Division L&D Repository and L&D Intervention Tracking Tool	Program Owner  Human Resource Development Committee

**PROCESS FOR LEVEL 2 LEARNING ACQUISITION EVALUATION**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER
Program Owner	1. Copy of Pre-Test and Post-Test with Highlighted Key to Correction (in word file)	1. Preparation of Online Pre-Test and Post-Test Links and QR Codes	HRDS SEPS/EPS II	1. Generated Essential Links and QR Codes for Conduct of L&D Activity	Program Owner
Program Owner	1. Generated Essential Links and QR Codes for Conduct of L&D Activity	2. Accomplishment of Pre-Test after the Opening Program and Post-Test before the Closing Program  <i>Reminder: Session 1 of the L&amp;D Activity shall only begin once all participants have accomplished the pre-test. Accordingly, the closing program shall only begin once all participants have accomplished the post-test.</i>	Participants of L&D Activities	2. Accomplished Pre-Tests and Post-Tests with Scores	HRDS SEPS/EPS II
HRDS SEPS/EPS II	1. Accomplished Pre-Tests and Post-Tests with Scores	3. Computation of Learning Gain or Level 2 Learning Acquisition	HRDS SEPS/EPS II	3. Signed Level 2 Learning Acquisition Evaluation Sheet	Program Owner

**PROCESS FOR LEVEL 3 LEARNING APPLICATION EVALUATION**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER
Participants of L&D Activities	1. Accomplished Workplace Application Plan (WAP) signed by the Participant and their immediate supervisor	1. Evaluation of Workplace Application Plan (WAP)  <i>Reminder: The Workplace Application Plan (WAP) shall be submitted to the Schools Division Office, through the OSDS-Records Unit, within a month after the conduct of L&amp;D activity.</i>	HRDS SEPS  Chief Education Supervisor of Concerned Functional Division  Assistant Schools Division Superintendent  Schools Division Superintendent	1. Evaluated and signed Workplace Application Plan (WAP)	Participants of L&D Activities
Participants of L&D Activities	2. Evaluated and signed Workplace Application Plan (WAP)	2. Implementation and Monitoring of Workplace Application Plan (WAP)  <i>Reminder: The Workplace Application Plan (WAP) shall be implemented for a minimum of 3 months and a maximum of 1 year, and monitored, as needed.</i>	HRDS SEPS/EPS II  SMM&E SEPS/EPS II  Public Schools District Supervisor  Chief Education Supervisor of Concerned Functional Division	1. Accomplished and Signed Monitoring and Evaluation Forms  2. Signed Completion Report	Participants of L&D Activities
Participants of L&D Activities	3. Signed Completion Report	3. Evaluation, as to completeness of documents, of Workplace Application Plan (WAP)	HRDS SEPS/EPS II	1. Signed Certificate of Completion	Participants of L&D Activities

**PROCESS FOR QR-CODED CERTIFICATES OF PARTICIPATION AND RECOGNITION**

<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>
Participants of L&D Activities  Program Owner of L&D Activity	1. Accomplished Profile of Participants  2. Copy of Signed Division Memorandum	1. Generation of QR-Coded Certificates of Participation and Recognition  <i>Reminders:</i> 1. <i>The Certificates of Participation and Recognition are generated:</i> a. <i>4 hours before the closing program, for one-day L&amp;D activities;</i> b. <i>12 hours before the closing program, for two-day L&amp;D activities; and</i> c. <i>24 hours before the closing program, for three-day or more L&amp;D activities.</i>  2. <i>Names of participants are based on their accomplished profiles while names of resource speakers and PMT members are based on the signed Division Memorandum.</i>	HRDS SEPS/EPS II	1. QR-Coded Certificates of Participation and Recognition <i>(in pdf file or hard copy, depending on the request of the program owner)</i>	Program Owner of L&D Activity