



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

ED - DIVISION OF CAGAYAN DE ORO CITY

CAGAYAN DE ORO CITY

RELEASED
DATE: JAN 12 2022

Office of the Schools Division Superintendent

January 11, 2022

Division Memorandum
No. 09, s. 2022

ORIENTATION OF THE PERSONNEL DEVELOPMENT COMMITTEE (PDC) AND PROGRAM MANAGEMENT TEAM (PROGRAM HOLDERS) TO THE POLICY AND GUIDELINES OF LDNA IN THE DIVISION OF CAGAYAN DE ORO CITY

To: Rosalio R. Vitorillio, SGOD Chief
Lorebina C. Carrasco, CID Chief
All Public Schools District Supervisors
All Education Program Supervisors
Derrold Marl S. Aves, SEPS HRTD
Eleanor Consejo H. Rollan, SEPS M&E
Arnel A. Calubag, Accountant III
Risa Bea Socorro M. Borres, Administrative Officer V
Paraida D. Orangot, Public Schools District Supervisor
Marilou F. Navaja, Administrative Officer IV - HRMO
Michael Dave B. Tan, Project Development Officer I
Roxanne H. Fuentes – EPS II
Purisa Camonias – A.O. II
Bob Virgel Gomez
This Division

1. The **Department of Education** (DepEd), through the office of the **Schools Division Superintendent**, will conduct an orientation to the members of the **Personnel Development Committee** (PDC) and **Program Management Team** (Program Holders) on the Policies and Guidelines of Learning Development Needs Analysis (LDNA) of the Division of Cagayan de Oro City. The activity will be conducted on January 14, 2022 (Friday) at 9:00am, second floor Division Canteen.
2. The L&D System is established to help ensure that DepEd CDO has the needed competent and committed human resources to achieve the department's mandates. It sets the framework for effective and efficient



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048

management of L&D programs for leaders, school managers, and teaching and non-teaching personnel in the division.

3. The Objectives of this session are as follows:

- a. Define the roles and functions of the members of the Personnel Development Committee (PDC).
- b. Discuss the policy and guidelines on Learning and Development (L&D) in the Division of Cagayan de Oro.
- c. Orient the various Division Program Holders on the responsibilities and deliverables of every L&D sub-system.

4. Immediate and wide dissemination of this Memorandum is desired.


ALICIA E. ANGHAY

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: None

Reference: None

To be indicated in the Perpetual Index

under the following subjects:

LEARNING & DEVELOPMENT

dma/DM – orientation of the personnel

_____/ January 11, 2021

ecc/rhf/lcc



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048