



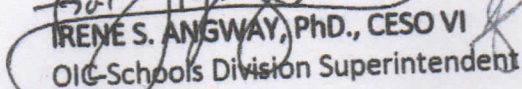
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



DIVISION MEMORANDUM

No: 218 s. 2019

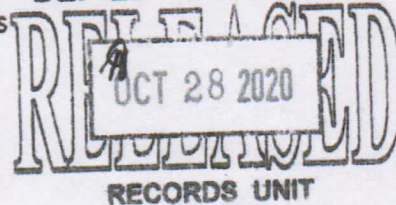
TO : SGOD/CID/OSDS
All Public Elementary and Secondary School Heads
All Others Concerned

FROM : 
IRENE S. ANGWAY, PhD., CESO VI
OIC-Schools Division Superintendent

DATE : October 27, 2020

SUBJECT : MANDATORY UTILIZATION OF THE DIVISION LEARNING AND
DEVELOPMENT DATA BANK SYSTEM

DEP-ED - TABUK CITY



1. Pursuant to Republic Act No. 4670 (Magna Carta for Public School Teachers), Republic Act No. 10533 (Enhanced Basic Education Act of 2013), Republic Act No. 9155 (Governance of Basic Education Act of 2001) and DepEd-CAR Regional Memorandum No. 236 s. 2019 dated August 2, 2019, the Human Resource Development of all division personnel, and in managing division-wide professional development programs in accordance to national policies and standards.
2. Relative to this, the division teaching personnel, teaching related and non-teaching employees of the Division of Tabuk City are advised to utilize the link /Microsoft form (<https://tinyurl.com/SDOTabukCityLNDDaBaSy>) for the uploading of trainings, seminar workshops and other related professional growth and development they have attended from CY 2019 onwards and must be uploaded on or before November 15, 2020.
3. This will be a computer-generated program under Microsoft Forms. It is a spreadsheet program that is a web-based software. Further, an employee will only be the one who has an access on her/his own learning and development data e-copy including the HRTD server and to generate his or her own e-copy of learning and development activities whenever needed.
4. With this, It aims to have a ready access on the data of learning and development of all employees of the division whether face to face or virtual; to have a paperless reports on learning and development; to solve perennial issue on the quarterly collection and gathering of data on the trainings and seminars workshops; determine pool of trainers and other needed data during learning and development activities; help instructional leaders recommend employees to attend professional growth and development based on the Guidelines on the Equal Opportunity Principles and basis of giving technical assistance for the betterment of the department as a whole.
4. Immediate dissemination of and strict compliance with this memorandum is directed.