



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

DEP-ED - TABUK CITY



Office of the Schools Division Superintendent

September 7, 2022

**DIVISION MEMORANDUM**

No. 269 2022

To: SGOD, CID and OSDS  
Public Elementary and Secondary School Heads  
All others Concerned

**MANDATORY UTILIZATION OF THE SDO TABUK CITY ENHANCED  
LEARNING AND DEVELOPMENT DATABASE SYSTEM**

1. SDO Tabuk City supports the mandatory use of the SDO Tabuk City Enhanced Learning and Development Data Base System (<https://bit.ly/3LnDDaBaSy>), which is attached to further strengthen the learning and development activities as one of the **Program to Institutionalize Meritocracy and Excellence in Human Resource Management** (PRIME HRM) Core Systems under Civil Service Commission Memorandum Circular No. 3, s. 2012.
2. This database is formulated for the participants to access and input the short- and long-term trainings they have attended, like SLAC, DLAC, customized trainings and workshops, and other program courses offered by the numerous local and international Learning Service Providers (LSPs).
3. The previous link can no longer be utilized and be used for its intended purpose. Nevertheless, several SDO personnel failed to login their continuing education activities into the old system from year 2021 to present except for those who have already completed it. Therefore, everyone is hereby requested and complied to input their learning and development activities they have attended and conducted into the E-L&D DaBaSy in order to:
  - a. have a ready repository on the learning and development of teaching, non-teaching and teaching employees of the division;
  - b. have a dependable system of learning and development under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME HRM);

- c. determine pool of trainers, learning facilitators and learning service providers needed by the Program Holders for L and D activities;
  - d. help Professional Development Committee and Instructional Leaders recommend personnel to attend L and D and basis of giving technical assistance for the betterment of the department as a whole;
  - e. provide the concerned individual with ready access via an automatic Google sheet response link to be used for the updating of their Personnel Data Sheets (PDS).
4. For queries and additional information, please contact the SGOD HRTD Section through cellular number 09454073405 or email address [mariamedea.vallejo@deped.gov.ph](mailto:mariamedea.vallejo@deped.gov.ph).
  5. Immediate dissemination and strict compliance to this Memorandum of all concerned is required.

  
**IRENE S. ANGWAY PhD, CESO VI**  
Schools Division Superintendent 

*SGOD HRTD/mmdc 2022*



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