



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



20 September 2021

**DIVISION MEMORANDUM**

DM No. 690, s. 2021

**SUBMISSION OF NAMES OF LEARNING AND DEVELOPMENT (L&D) PROGRAM FACILITATORS/SPEAKERS AND NOMINATED PROGRAM MODERATORS/HOSTS**

**To:** OIC-Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors and Specialists  
Division Section/Unit Heads  
Public Schools District Supervisors  
Secondary and Elementary School Heads  
Non-Teaching Personnel  
All Others Concerned

1. The School Governance and Operations Division (SGOD) through the Human Resource Development (HRD) Section is committed to provide professional growth and lifelong learning for teachers and school leaders through appropriate professional development programs (PDPs) as imperative in improving the quality of basic education.
2. In this regard, all Districts through its Learning and Development (L&D) Coordinators are requested to **submit names of two (2) potential Learning and Development (L&D) Program facilitators/speakers**. In addition, they are also requested to **submit one (1) nominated L&D program moderator/host per District**.
3. Please be informed that the submitted **list of names of potential L&D Program facilitators/speakers, and moderators/hosts** will undergo a series of capacity building and will be designated as part of the **Division Human Resource Development (HRD) Resource Pool**.

DEPEDQUEZON-TM-SDS-04-009-003



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4. In the selection of potential of facilitators/speakers, as well as moderators/hosts, the Districts shall consider the following qualifications:
  - a. preferably school heads, department heads and master teachers;
  - b. has experience/background in facilitating any L&D programs/activities;
  - c. has attended various L&D programs; and
  - d. has good communication skills and etiquette.
5. Deadline of submission is on **September 24, 2021** through [tinyurl.com/HRD-trainers](https://tinyurl.com/HRD-trainers).
6. Submitted lists are subject to screening/validation by the Division's Training and Advocacy Team (TAT) members.
7. For the template to use in the submission, please see Enclosure.
8. Widest dissemination of and strict compliance to this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

hrdmgd09/20/2021

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Enclosure to DM No. 691, s. 2021

**List of Learning and Development (L&D) Program Facilitators/Speakers and Nominated Moderator/Host**  
**(Template)**

**Program Facilitators/Speakers**

CN	NAME (First, MI, Last Name)	SEX	POSITION	SCHOOL	DISTRICT	CONTACT NUMBER	DEPED EMAIL ADDRESS
1							
2							

**Program Moderator/Host**

CN	NAME (First, MI, Last Name)	SEX	POSITION	SCHOOL	DISTRICT	CONTACT NUMBER	DEPED EMAIL ADDRESS
1							

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Prepared by:

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*Signature Over Printed Name*

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