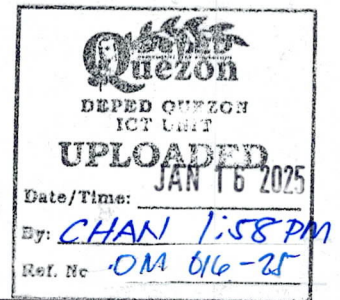




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



15 January 2025

**OFFICE MEMORANDUM**  
OM No. 016, s. 2025

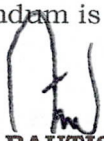
**REITERATION ON THE SUBMISSION OF LEARNING AND DEVELOPMENT  
DOCUMENTS FOR THE CALENDAR YEAR 2024**

**TO:** Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
Program Proponents  
All Others Concerned

Relative to **OM No. 090 s. 2024** titled New Link for the Submission of Learning and Development Documents for the Calendar Year 2024 and in support to the continuity of the implementation and operation of the **Program Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)** and preparation for **One DepEd, One QMS ISO Certification**, all section heads and L&D program proponents are requested of the following:

- A PDF copy of the approved L&D Program Proposal shall be submitted through <https://tinyurl.com/2024SDOLnDProposals>.
- A copy of the Completion Report with the list of participants in PDF file shall be submitted through <https://tinyurl.com/2024SDOLnDCompletionReports>.




Immediate and widest dissemination of this Memorandum is highly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

sgodhrd/01/15/2025  
DEPEDQUEZON-TM-SDS-04-009-003



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