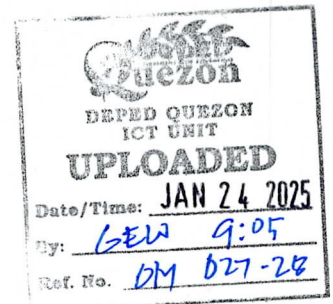




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



21 January 2025

OFFICE MEMORANDUM
OM No. 027, s. 2025

**SUBMISSION OF LEARNING AND DEVELOPMENT DOCUMENTS
FOR THE CALENDAR YEAR 2025**

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

In support of 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 to submit the following:

- a. A PDF copy of the approved L&D Program Proposal. It shall be submitted through <https://tinyurl.com/2025SDOProposals> before requesting a QAME link at the SMME section.
- b. A copy of the Completion Report with the list of participants in PDF file. It shall be submitted to the HRD Section within 10 days after the implementation of the program through <https://tinyurl.com/2025SDOCompletion>.

Immediate and widest dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgodhrd/01/21/2025

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

 DepEdTayoQuezon  www.depedquezon.com.ph  quezon@deped.gov.ph