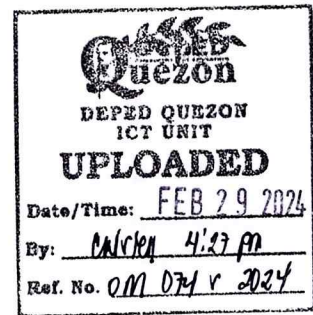




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



28 February 2024

OFFICE MEMORANDUM
OM No. 074, s. 2024

**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

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 to provide the following:

- A PDF copy of the approved L&D Program Proposal shall be submitted through <http://tinyurl.com/2024LnDProposal> before requesting a QAME link from the SMME section.
- A copy of the Completion Report with the list of participants in PDF file shall be submitted to the HRD Section within 10 days after the implementation of the program through <http://tinyurl.com/2024LnDCompletion>.

Immediate and widest dissemination of this Memorandum is highly desired.





ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgodlap/02/28/2024

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