



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



DEPED - QUEZON  
ICT UNIT

**UPLOADED**

Date/Time: SEP 23 2021  
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21 September 2021

**OFFICE MEMORANDUM**  
OM No. 089, s. 2021

**REITERATION IN THE CONDUCT OF ONLINE LEARNING AND DEVELOPMENT (L&D)  
PROGRAMS AS PER ISO-REGISTERED PROCESS**

To: OIC-Assistant Schools Division Superintendents  
Division Chiefs  
Section/Unit Heads  
Education Program Supervisors and Specialists  
Training and Advocacy Team Members  
Quality Management Representative/ Deputy  
All Others Concerned

With reference to the **ISO-registered process** of the School Governance and Operations Division (SGOD) – Human Resource Development (HRD) regarding the conduct of online learning and development programs, effective **September 1, 2020**, this Office through the HRD Section reiterates the said process in the Schools Division Office to **provide standards in conducting online L&D programs, and implement a set of procedures in releasing electronic certificates (e-certificates).**

Relative to the implementation of the said registered process, all **L&D program proponents** are reminded of the following:

- a. The process in the conduct of online L&D programs shall include, though not limited to, trainings, seminars, conferences, orientations, workshops/writeshops or other specific interventions and/or strategies provided towards the personal, career and professional development of the employees in the Schools Division of Quezon Province.
- b. A **technical working group (TWG)** shall be organized to provide necessary assistance before, during and after the program proper.
- c. A **virtual classroom** where participants can interact, communicate, view and discuss presentations, and access learning resources through online communication platform shall be set up by the program proponent, with the assistance of the Information Communication Technology (ICT) Section.

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- d. An **online pre-registration** shall be administered to come up with a list and determine the number of registered participants.
- e. A portable document format (PDF) of the **approved L&D program proposal** shall be submitted online to the HRD Section through **tinyurl.com/HRD-LDProposals** at least five (5) working days before the conduct of the program. This is needed by the HRD Section to accurately encode all program details in the Quality Assurance, Technical Assistance, and Monitoring and Evaluation (QATAME) Request Form provided by the School Management Monitoring and Evaluation (SMME) Section.
- f. A **pre-conference meeting** shall be conducted by the proponent, together with the TWG and QATAME providers, to discuss the team's plan and assignment.
- g. **Assessment** shall be provided by the program facilitators/speakers **before and after the program** to determine the extent of learning progress of the participants and give further intervention, if needed.
- h. For the issuance of e-certificates, the program proponent shall provide the HRD Section a **certified list of participants/completers** through **tinyurl.com/HRD-completers**. Please see **Enclosure No. 1**.
- i. A copy of the e-certificate shall be sent to the **registered email address** of the participants/completers.
- j. **E-certificates** shall only be given to participants who have satisfactorily completed the required outputs during the program activity.
- k. **Completion report in PDF file** shall be submitted online to the HRD Section within 10 days after the implementation of the program through **tinyurl.com/HRD-CRs**.

Please be informed that the **HRD Specialists** shall take lead in the **issuance of e-certificates** of the program participants; and provide technical assistance, as needed, in facilitating the conduct of online L&D programs. Any request for e-certificates shall be coursed through **tinyurl.com/ECerti-Request**.

This Memorandum also reiterates that all L&D programs which will be implemented/conducted in the Schools Division Office shall be properly coordinated with the HRD Section for quality assurance, monitoring and evaluation of the said program, and for the provision of appropriate technical assistance, as necessary. Documents needed in the implementation of L&D programs/activities are enclosed herein for reference.

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Please be reminded that **any deviation** from the process of conducting online L&D programs as per Quality Management System (QMS) standards will be subjected to issuance of **Request for Action (RFA)**—formerly Corrective Action Request (CAR).

For any queries and concerns relative to the implementaton of L&D programs/activities, you may give your feedback through [tinyurl.com/HRD-Feedbacktrack](http://tinyurl.com/HRD-Feedbacktrack).

Immediate and widest dissemination of this Memorandum is earnestly desired.

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

hrdmgd/09/21/2021

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Enclosure to OM No. 679, s. 2021

**CERTIFICATE RELEASE FORM (CRF)**

<b>Title of the CB-L&amp;D Program/Activity:</b>	
<b>Date Conducted:</b>	
<b>Organizing Office/Section/Unit:</b>	
<b>Proponent:</b>	

<b>CN</b>	<b>Participants/Completers</b> <i>*Surname, First Name, MI</i>	<b>Office/District</b> <i>*Indicate the functional division (OSDS, SGOD, CID) if from SDO; the schools district if from field.</i>	<b>Remarks</b> <i>*Indicate type of certificate/s to be received (i.e. Appearance, Attendance, Participation, Recognition, Completion, Appreciation).</i>

*\*Add rows as necessary*

<b>Prepared and certified correct by:</b>	_____ <i>Signature Over Printed Name of Program/Activity Proponent</i>
	_____ <i>Office Contact Number</i>
<b>Date:</b>	

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**<<PROGRAM/ACTIVITY>> PROPOSAL**

- I. **TITLE :** *(Cite here the title of the proposed program/activity)*
  
- II. **TARGET AND NUMBER OF PARTICIPANTS:** *(Cite here the intended participants of the proposed program/activity as well as the expected number of attendees.)*
  
- III. **PROPOSED DATE:** *(Cite here the intended date of the proposed program/activity.)*
  
- IV. **PROPOSED VENUE:** *(Cite here the intended venue of the proposed program. If not applicable, write the modality of the program/activity.)*
  
- V. **FUNDING SOURCE:** *(Cite here the source of fund of the proposed program/activity. Write N/A, if not applicable.)*
  
- VI. **PROPOSED BUDGET:** *(Cite here the intended budget of the proposed program/activity. Write N/A, if not applicable.)*  
**Registration Fee (if any):** *(If registration applies only.)*
  
- VII. **PROPONENT :** *(Cite here the name of the proponent as well as the office/section/unit in-charge of the proposed program/activity.)*
  
- VIII. **RATIONALE:** *(Cite here the brief background and reasons for conducting the proposed program/activity.)*
  
- IX. **OBJECTIVES:**  
  
**Terminal Objective/s:** *(Cite here the general objectives of the proposed program/activity.)*  
  
**Enabling Objective/s:** *(Cite here the specified objectives of the proposed program/activity.)*
  
- X. **KEY CONTENT AND METHODOLOGY:** *(Cite here the specific key content/s of the proposed program/activity. Insert here also the proposed session guide (if applicable).)*
  
- XI. **EXPECTED OUTPUT:** *(Cite here the expected output of the proposed program/activity.)*

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Prepared by:

\_\_\_\_\_  
Position/Designation

Allotment Available:

- a) GAA (GAD) : \_\_\_\_\_  
b) SARO/Sub-Aro No. \_\_\_\_\_  
Description: \_\_\_\_\_  
c) Others: \_\_\_\_\_

\_\_\_\_\_  
AO V/Budget Officer III

Okay as to fund:

\_\_\_\_\_  
Accountant III

Recommending Approval:

\_\_\_\_\_  
Designation

Approved by:

\_\_\_\_\_  
Designation of Head of Office

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**LEARNING AND DEVELOPMENT (L&D) PROGRAM COMPLETION  
REPORT**

- I. **L&D PROGRAM TITLE:**
- II. **L&D PROGRAM TYPE:** *(cite here the type of learning activity provided, i.e. seminars, workshops, technical lectures or subject matter meetings, nondegree training lectures and scientific meetings, modules, tours and visits, etc.)*
- III. **DATE:**
- IV. **VENUE:**
- V. **PARTICIPANT'S DESCRIPTION:**

	Target			Actual		
	M	F	T	M	F	T
Participants						
Facilitators						
Total						

- VI. **L&D PROGRAM MANAGEMENT TEAM:** *(cite here the persons involved in the L&D program management)*
- VII. **MONITORING AND EVALUATION TEAM:** *(cite here the persons involved in the monitoring and evaluation of the L&D program)*
- VIII. **FACILITATOR/S:** *(cite here the persons involved in the facilitation of L&D program)*
- IX. **DESCRIPTION:** *(cite here the brief description of the L&D program provided)*
- X. **OBJECTIVES:** *(cite here the objectives of the L&D program provided)*
- XI. **RESULTS:** *(cite here the achievement of objectives of the L&D program provided)*
- XII. **PARTICIPANTS' FEEDBACK:** *(leave this blank if not applicable)*

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XIII. **MONITORING AND EVALUATION ANALYSIS:** *(leave this blank if not applicable)*

XIV. **PHOTO DOCUMENTATION:**

Prepared by:

\_\_\_\_\_  
(Designation)

Noted by:

\_\_\_\_\_  
(Designation)

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## Certificate of Appearance

This is to certify that Mr./Mrs./Ms. <<FULL NAME>> of <<Station/School>> attended the <<Title of the L&D Program>> held <<Venue/Platform>> on <<Date>>.

Given this <<Date Today>>.

\_\_\_\_\_  
Designation Head of Office

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## Certificate of Appearance

This is to certify that Mr./Mrs./Ms. <<FULL NAME>> of <<Station/School>> attended the <<Title of the L&D Program>> held <<Venue/Platform>> on <<Date>>.

Given this <<Date Today>>.

\_\_\_\_\_  
Designation Head of Office

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# Certificate of Appreciation

*This certificate is awarded to*

<<**FULL NAME**>>

<<Insert text here>>

\_\_\_\_\_  
Designation of Head of Office

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# Certificate of Participation

*This certificate is awarded to*

<<FULL NAME>>

<<Insert text here>>

\_\_\_\_\_  
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# Certificate of Recognition

*This certificate is awarded to*

<<**FULL NAME**>>

<<Insert text here>>

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