



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools  
Division Superintendent**

DIVISION MEMORANDUM

No. *1069*, s. 2021

**SUBMISSION OF THE APPROVED HRTD AND GAD L&D**

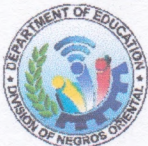
To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Division Education Program Supervisors/Education Program Specialist  
Public Schools District Supervisors/District In-Charge  
Public Elementary & Secondary School Heads  
All Others Concerned

1. This office hereby informs the field on the conduct of Early Procurement Activity (EPA) for the Human Resource Training and Development (HRTD) and Gender and Development (GAD) funded trainings for the 1<sup>st</sup> and 2<sup>nd</sup> quarters of calendar year 2022.
2. To ensure that all activities shall be properly accounted prior to their actual conduct, all process/program owners of HRTD and GAD activities are required to submit their approved Learning and Development (L&D) designs to the respective focal persons: Ms. Iryll Macahig (HRTD) and Dr. Carmelita Alcala (GAD) on or before **January 10, 2022**.
3. The focal persons have to provide Dr. Ruby Jean Bidaure, Division Supply Officer, copies of these approved L&D designs for effective monitoring and tracking.
4. Consolidation of materials and preparation of Purchase Request (PR) shall be done by the respective focal persons of HRTD and GAD. These shall be submitted to the supply section on or before January 14, 2022 to expedite the procurement of these materials.
5. For your information, guidance and compliance

*MP Paulin*  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

*12/31/2021*

*JMA*  
SPP/ MKP-JMA-NLR/OASDS-A/ JMA/ slbt  
December 29, 2021



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*3* 1 DEC 2021