



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

30 Aug 2023

DIVISION MEMORANDUM
OSDS No. **114** s. 2023

**UPDATING OF SCHOOLS DIVISION OFFICE DATABASE OF 2021-2023 LEARNING
AND DEVELOPMENT INTERVENTIONS ATTENDED**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Section/Unit Heads
Public Schools District Supervisors
Education Program Supervisors
All Others Concerned

1. In preparation of the Schools Division of South Cotabato for the scheduled CSC Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Level II Assessment, a School Division Office Database of Learning and Development intervention shall be updated.
2. This database aims to provide evidence that the organization has a process defined human resource management in terms of learning and development. This shall also be used as input in SDO learning and development needs assessment as well as in policy determination.
3. To facilitate the updating of this database, all Schools Division Office personnel are directed to fill out the data gathering tool using this <https://forms.gle/KHJrimmHFvCw2FH69> which will be available until August 31, 2023.
4. Consolidation of the data gathered from the online tool shall be done by the PRIME-HRM Focal Person and the database shall be maintained by the SGOD-HRD.
5. For more information and clarification, please contact Nerie H. Tresbe at telephone number 228-1549.

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, City of Koronadal, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



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6. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESE
Schools Division Superintendent

NHT/Updating SDO L&D Database
0000/August 30, 2023

