



April 8, 2019

REGIONAL ORDER

No. 19 s. 2019

**GUIDELINES IN THE SELECTION OF NOMINEE/S TO LEARNING & DEVELOPMENT INTERVENTIONS/
SCHOLARSHIPS**

**TO: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF FUNCTIONAL DIVISION
This Region**

1. In support to the individual personnel development which is an integral part of learning and development, each functional division and schools' division offices shall be responsible for ensuring the relevance and adequacy of L&D programs and activities for its respective personnel.
2. All Functional Divisions are encouraged to conduct L&D activities to ensure organizational effectiveness and efficiency.
3. Selection of Nominee to L&D interventions shall be in compliance with merit promotion and Equal Opportunity Policy Principles.
4. To ensure that appropriate and effective L&D intervention (training, workshop, immersion, and other form of L&D intervention) is provided to each personnel, the following guidelines shall be considered:
 - Individual Performance Commitment Form Rating, Individual Development Plan and Competency-Based Assessment of personnel per Functional Division;
 - Learning Action Plan of employee;
 - Coaching and Mentoring Journal;
 - Employee's potential for advancement;
 - Employee's career development needs;
 - Ability of employee to teach others in learned skills after completion of training;
 - Employee's own interest in and efforts to improve his/her work (self-development);
 - Workload/schedule;
 - Degree to which employee meets stated criteria for attending a course/training whenever specified whether initiated by the office or by external agencies; and
 - Availability of funds.
5. For scholarship, the following guidelines shall be considered:
 - A. Basic Requirements:
 - At least 3 years with at least very satisfactory performance for the last two years;
 - Strong leadership potential in the school and in the community;
 - No pending administrative case and a person of good moral character;
 - In good health condition fit to undergo serious studies away from his/her family for a week or more to one year;

HRDD3/vcn
04/08/2019

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- Good command of the English language (written and oral communication), or of the language specified by the sponsoring agency;
- Capacity to implement Re-Entry Plan (REAP);
- At least 10 years remaining term in the Department of Education; and
- Compliance to the requirements by the sponsoring agency

B. Evaluation Criteria:

Evaluation Criteria	Weight
Job Relevance	20%
Experience and Outstanding Accomplishment	20%
Education and Training	10 %
Performance Rating	20%
Language and Communication Skills	10%
Character and Personality Traits	10%
Potentials	10%
Total	100%

6. The Chief of the Functional Division shall submit the list of nominee/s to the PDC for review and recommendation.
7. The PDC shall recommend to the Regional Director for approval the reviewed list of nominee/s.
8. Attached hereto is the Nomination Form for L&D Intervention.
9. Immediate dissemination of this Order is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC- Regional Director

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Date: _____

LEARNING AND DEVELOPMENT (L&D) NOMINATION FORM

(Note: In nominating participant/s, the undersigned is hereby directed to adhere to the principle of providing equal opportunity for all deserving personnel. Discrimination on account of gender identity, sexual orientation, disabilities, religion, and/or group membership should be exercised.)

L&D Activity Title : _____
Venue : _____
Date Covered : _____
Source of Funds : _____

We are nominating the following to the above-named L&D Activity.

Name	Position
1	
2	
3	
4	
5	

Nominated by:

Chief, _____

Recommending Approval:

PDC Chairperson

Approved:

Regional Director

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