



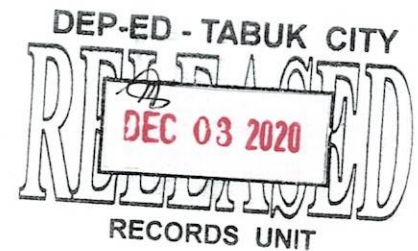
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

Office of the Schools Division Superintendent

December 3, 2020

DIVISION MEMORANDUM
NO. 264 S., 2020

TO: : All Public Schools District Supervisor
: All Public Elementary and Secondary School Heads
: All others concerned



ADDENDUM TO DIVISION MEMORANDUM NO. 222, S. 2020: SUBMISSION OF SCHOOL LEARNING AND DEVELOPMENT COORDINATOR

1. Relative to Division Memorandum No. 222, s. 2020 – Submission of School Learning and Development Coordinator, the responsibilities of the School Learning and Development Coordinator are as follows:
 - a. To ensure that all school personnel will submit activity completion report for all Learning and Development activities they have attended and school conducted activities to the School Learning and Development Coordinator.
 - b. To assist the School Head in ensuring that school personnel will cascade or do a roll-out, if needed, in Learning and Development activities they have attended.
 - c. To establish a School Learning and Development Center/Corner to serve as a repository of all submitted activity completion report/terminal report of all school conducted activities and seminars/trainings/webinars attended by school personnel.
 - d. To regularly track/monitor the Learning Data Bank System using the link <https://tinyurl.com/SDOTabukCityLNDDaBaSy> to ensure that all school personnel will upload all learning and development activities they attended and conducted by the school.
2. For immediate dissemination and compliance.


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Officer-in-Charge

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