



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

31 Jan 2025

**DIVISION MEMORANDUM**

No. **018**, s. 2025

UPDATED TEMPLATES ON LEARNING AND DEVELOPMENT DESIGN, ACTIVITY  
DESIGN AND OTHER RELATED TEMPLATES

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

1. In relation to DM 44, s. 2022 titled the DepEd Quality Management System (QMS) Manual and Procedures and Work Instructions Manual (PAWIM) and to ensure consistency and uniformity across all documentation related to QMS standards and professional development activities, Functional Division Chiefs and School Heads are enjoined to use the authorized templates and forms on learning and development design, activity designs and other related templates as provided in this drive link <https://bit.ly/LDtemplates2025>.

2. Templates attached in the drive are the following:

- a. L&D Design
- b. Activity Design
- c. Activity Matrix
- d. List of Participants
- e. Session Guide template
- f. PowerPoint
- g. Tarpaulin Template
- h. Registration form-PAWIM
- i. Attendance Form-PAWIM
- j. Minutes of Meeting-PAWIM

3. In case of submission of Learning and Development (L&D) Designs, the program proponent/holder shall observe the following prior to submission of hard copy to HRDS:

- a. The program proponent/holder shall encode through google forms the proposed L&D Design details prior to submission of hard copy to division office HRDS in this link <https://bit.ly/42vRRuc>
- b. L&D design must be submitted for approval at least five (5) workings days prior to the conduct of activity.
- c. In case of late submission of L&D design for approval, the program holder must submit a justification letter duly approved by the Schools Division Superintendent
- d. The HRDS will not act on the approval of a new L&D design with pending Completion Report of a prior conducted L&D activity of the same school.



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4. Further, in case of submission of HRDS related reports and documents, the following color coding of folders shall be observed:
- a. Red – PRC and NEAP proposals
  - b. Pink – Program Completion Reports
  - c. Green – L&D design
  - d. Yellow – Scholarship Programs
  - e. Brown – all other reports
5. For inquiries, contact Rehanee P. Sambuto at 09385540626 and Madina P. Loguioyman at 09193702488.
6. For the information and guidance of all concerned.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index  
under the following subjects:

FORMS  
REPORTS

RPS/SGOD-HRDS/DM – updated templates on learning and development design,  
activity design and other related templates  
0124/31 January 2025