



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division Office of negros oriental

**Office of the Schools Division
Superintendent**

4 SEP 2023

DIVISION MEMORANDUM
No. **618**, s. 2023

**SDO NEGROS ORIENTAL ENHANCED TRAINING MANAGEMENT SYSTEM
(TMS)/LEARNING AND DEVELOPMENT (L&D) MANUAL**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/ District In-Charge
Elementary & Secondary School Heads
L and D School and District Coordinators
PRIME-HRM Committee Members
All Others Concerned

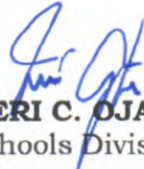
1. Pursuant to Civil Service Memorandum Circular No. 3, s. 2012, re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), this office establishes the SDO Negros Oriental's **Training Management System (TMS) Manual** which aims to ensure that all are provided with learning and development opportunities in adherence to the mandate of the Civil Service Commission's (CSC) **Equal Opportunity Principle (EOP)**.
2. Moreover, the field is hereby encouraged to check on the Enhanced Training Management System (TMS)/ Learning and Development (L&D) manual and share their inputs and recommendation to further improve the manual for future use. The TMS manual can be access thru the link: <https://bit.ly/enhancedTMSmanual2023> and to share your inputs/recommendations you may click on the link: <http://bit.ly/3UKLKez>.
3. Furthermore, this Training Management System (TMS) manual shall establish the guidelines, processes, and procedures in the efficient use of the Training Management System, especially in the uploading of Learning and Development Materials and resources. It ensures observance of various L&D guidelines issued by the Department of Education and its attached bureaus and units in the regional and central office.



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-0667 / 422-7644
Email Address:negros.oriental@deped.gov.ph

It shall also cover all professional development programs and activities initiated in the schools, districts and division office for the upskilling and reskilling of teachers, school heads and non-teaching personnel.

4. For Technical Assistance you may contact Ms. Iryll through (035) 225-6180 or (035) 422-8511.
5. For the information, guidance, and compliance of all concerned.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent