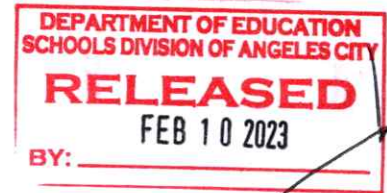




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



10 Feb 2023

DIVISION MEMORANDUM

No. **052**, s. 2023

DIVISION IMPLEMENTING GUIDELINES ON LEARNING SERVICE PROVIDERS FOR TEACHING RELATED AND NON- TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance Operations Division
OIC-Chief Education Supervisor, Curriculum Implementation Division
All Heads of Public Elementary and Secondary Schools

1. Please be informed of the Division Implementing Guidelines on Learning Service Providers for Non- Teaching Personnel.
2. The guideline aims to:
 - 2.1 provide quality professional development programs to enhance the competency, career, and professional needs of the personnel within the context of the organizational goals; and
 - 2.2 provide education and training services that help individuals and organizations acquire new skills and knowledge, thereby improving their performance; and
 - 2.3 guide the program takers in selecting LSPs for the non-teaching personnel.
3. Enclosed is the Division Implementing Guidelines on Learning Service Providers for Teaching Related Non- -Teaching Personnel for reference and guidance.
4. Immediate and wide dissemination of and strict compliance to this Memorandum is earnestly desired.

SPTamayo
MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent

To be indicated in the perpetual index
under the following subjects:

EMPLOYEES GUIDELINES

AGG/HRD
2/2/2023

Address: Jesus Street, Pulungbulu, Angeles City Telephone No. (045) 322-4101



Republic of the Philippines
Department of Education
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**MANAGEMENT GUIDELINES OF LEARNING SERVICE PROVIDERS (LSP) FOR
TEACHING RELATED AND NON -TEACHING PERSONNEL**

RATIONALE

1. The Division of Angeles City is committed to providing quality, accessible, relevant, and liberating basic education for all. Towards this end, it will ensure that the personnel, particularly the teaching related and non - teaching personnel in the division and schools are provided with opportunities for continuous professional development.
2. For this purpose, the organization shall provide quality professional development programs to achieve its objectives within the context of the organizational goals. Hence, selecting Learning Service Providers is an important factor in providing education and training programs that are relevant to the needs and goals of their clients, whether it be individuals or organizations. The training to be given to employees need to meet the goals and objectives of the organization, improving the performance among the others.
3. The Learning Service Providers (LSP) are essential in the provision of learning and development to the members of an organization in acquiring new skills and knowledge in order to improve their performance, address their development needs and achieve the organizational goals.

I. DEFINITION OF TERMS

- i. **Learning Service Providers** (LSPs) are organizations that offer education and training services to individuals and businesses. These services can be delivered through a variety of means including online courses, classroom-based instruction, and on-the-job training. LSPs can provide education and training in a wide range of subjects, including technology, management, finance, communication, and frontline services.
- ii. **Non - Teaching Personnel** are employees who are not actually involved in classroom teaching but indirectly and indispensably assisting in the delivery of service to educational constituencies and clientele (IRR of RA 9155 or the Governance of Basic Education Act)
- iii. **Teaching Related Personnel** refer to the Education Program Supervisors, Public Schools District Supervisors, Education Program Specialists, Librarian,

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School Heads, Head Teachers, Project Development Officers and Guidance Counsellors.

II. SPECIFIC GUIDELINES

The following guidelines shall be implemented in selecting/ identifying Learning Service Providers (LSP) for Non -Teaching Personnel.

1. The Human Resource Development Unit head shall identify the learning service providers recognized by the Department of Education and submit to the Personnel Development Committee for review and approval.
2. The Personnel Development Committee Unit shall:
 - i. review the programs offered appropriate to the needs of the non-teaching personnel.
 - ii. review the credentials of the resource speakers based on the criteria set by the division office; and
3. National Educators Academy of the Philippines Central Office NEAPCO are automatically qualified members of the pool of trainers in the division. However, since the number of NEAPCO certified facilitators are inadequate particularly during the simultaneous conduct of trainings the division office may recruit, other potential trainers/ facilitators/ resource speakers based on the following selection criteria:
 1. **Level of Competence:** the word competence encompasses knowledge, skills, attitudes, and values.
Third level officials are qualified as pool of trainers in the division.
 - Participants who were trained as trainers in national and regional level.
 - Third level officials are qualified as pool of trainers in the division.
 2. **Facilitation Skills:** These include communication skills, art of questioning, motivational skills, delivery of the lecture, and emotional intelligence in handling challenging situations or hostile audience.
 3. **Position/ Designations:** The recruited/ facilitator/ resource speaker should be at least equal rank with the participants, and even better if of higher rank.
 4. **Professional Integrity:** This refers to the level of honesty, moral principles, and uprightness, usually manifested by the level of respect to an individual.

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