



**Learning and Development Information Management System**  
**Terms of Use and Policy Statement**

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### **1. Purpose of the System**

The Learning and Development Information Management System (LDIMS) was conceptualized and developed to automate the Learning and Development Management System (LDMS), reduce workforce requirements, time, and operational costs, and improve overall efficiency, data accuracy, and accessibility of learning and development records.

LDIMS serves as a centralized platform for managing learning programs, participant records, training data, and related reports in support of organizational learning and development objectives.

### **2. Scope and Coverage**

The Terms of Use and Policy Statement shall govern the access, use, and management of data collected through LDIMS. Use of the system constitutes acceptance of these terms.

### **3. Authorized Use**

Users are granted access to LDIMS solely for legitimate learning and development-related purposes, including but not limited to:

- Learning and Development Needs Assessment
- Generation of Learning and Development Plan
- Enrollment to Learning and Development Interventions
- Evaluation and Monitoring
- Generating reports and analytics
- Supporting compliance with learning and development requirements

Unauthorized use of the system for personal, fraudulent, or unlawful purposes is strictly prohibited.

### **4. User Responsibilities**

All users of LDIMS agree to:

- Provide accurate, complete, and truthful information
- Safeguard login credentials and maintain account confidentiality
- Use the system responsibly and ethically
- Comply with all applicable organizational policies, laws, and regulations

Users are accountable for all activities performed under their accounts.

## **5. Data Privacy and Confidentiality**

The Health Human Resource Development Bureau (HHRDB) of the Department of Health (DOH) is committed to protecting the confidentiality, integrity, and security of all data stored in the system. Personal and organizational data shall be collected, processed, stored, and used only for legitimate learning and development purposes and in accordance with applicable data privacy laws and internal data protection policies.

Unauthorized access, disclosure, alteration, or misuse of data is prohibited and may result in administrative, civil, or criminal liability.

## **6. Data Accuracy and Integrity**

While LDIMS is designed to improve data accuracy and efficiency, users are responsible for ensuring the correctness and completeness of the information they enter. System administrators may implement validation, audit, and monitoring mechanisms to maintain data integrity.

## **7. System Security and Maintenance**

Appropriate technical, administrative, and organizational safeguards are implemented to protect LDIMS from unauthorized access, data breaches, and system disruptions. Users must not attempt to bypass security controls, introduce malicious software, or interfere with system operations.

LDIMS aims to provide reliable and continuous service; however, system downtime may occur due to maintenance, upgrades, or unforeseen technical issues. The organization reserves the right to modify, suspend, or discontinue system features as necessary to ensure optimal performance and security.

## **8. Intellectual Property**

All system content, design, databases, reports, and functionalities of LDIMS are the property of the DOH-HHRDB. Users shall not copy, reproduce, distribute, or modify system materials without proper authorization.

## **9. Violations and Sanctions**

Any violation of these Terms of Use and Policy Statement may result in:

- Suspension or termination of system access
- Disciplinary action in accordance with organizational rules
- Legal action, where applicable

## **10. Amendments and Effectivity**


The organization reserves the right to amend or update these Terms of Use and Policy

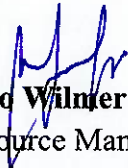
Statement as needed. Users will be notified of significant changes, and continued use of LDIMS constitutes acceptance of the revised terms.

These Terms of Use and Policy Statement shall take effect upon approval and remain in force until revised or revoked.


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