



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
REGION IV-CALABARZON  
Karangalan Village, Gate 2  
Cainta, Rizal



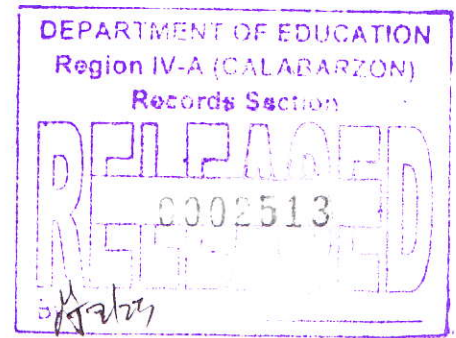
MEMORANDUM

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM :  DIOSDADO M. SAN ANTONIO  
Director

SUBJECT : TRAINING-WORKSHOP ON SUCCESSION PLANNING AND DEVELOPMENT

DATE : February 12, 2015



To support the development and operations of Succession Planning and Programming in the region for organizational effectiveness, a 3-day Training-Workshop on Succession Planning and Development will be conducted on March 18-20, 2015 at NEAP CALABARZON Training Center.

The 3-day Training - Workshop aims the participants to :

1. value the importance of career management and how it contributes to building a high performance organization and the achievement of organizational goals;
2. advocate the strategic role of succession planning and management in developing leaders and managers and retaining critical technical skills to maintain the organization's efficiency and sustaining a relevant and responsive organization;
3. gain an in-depth understanding on the components and processes for developing a succession planning and management system and the management decisions required in its installation; and
4. develop and design the components and process for the system

The participants to this activity are : Regional Director, Assistant Regional Director, Regional Division Chiefs ( CLMD, HRD, FTAD, QAD, ESS, PPRD,ADM.SERVICES DIV. , FINANCE DIV. ), SDS, ASDS, SDO-SGOD Chief, and SDO-HRD.

The Regional chiefs and the SDOs – SGOD chiefs are requested to bring the following :

1. Personal Data Sheet (PDS) of each employee in their Offices ;
2. Career Goal and Career Choice Form of each employee.
3. Laptops

Attached is the Career Goal and Career Choice form for your reference and template for confirmation of participants to be submitted on or before March 5, 2015.

Immediate dissemination of this Memorandum to all concerned is earnestly desired.





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**  
Gate 2, Karangalan Village, Cainta Rizal



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**CONFIRMATION OF PARTICIPANTS FOR THE TRAINING-WORKSHOP ON SUCCESSION  
PLANNING AND DEVELOPMENT**

NEAP CALABARZON Training Center, Malvar, Batangas

March 18-20, 2015

**DIVISION:** \_\_\_\_\_

| <b>NAME OF PARTICIPANTS</b> | <b>NICKNAME</b> | <b>DESIGNATION</b> | <b>OFFICE (SDO-HRD, SDO-SGOD)</b> |
|-----------------------------|-----------------|--------------------|-----------------------------------|
| 1.                          |                 |                    |                                   |
| 2.                          |                 |                    |                                   |
| 3.                          |                 |                    |                                   |
| 4.                          |                 |                    |                                   |
| 5.                          |                 |                    |                                   |

**Career Goal and Career Choice Form**

Name: \_\_\_\_\_ Current Position: \_\_\_\_\_

|  |                     |                     |
|--|---------------------|---------------------|
| <b>My overall career goal:</b>   |                     |                     |
| <b>At this time, I am most interested in exploring doing the following tasks (specify unit and role)</b> |                     |                     |
| Choice 1   |                     |                     |
| Choice 2   |                     |                     |
| Choice 3   |                     |                     |
| <b>My (top 3) competency areas that will help me in my choices are:</b>                                  |                     |                     |
| <b>For Choice 1</b>  | <b>For Choice 2</b> | <b>For Choice 3</b> |
|  |                     |                     |
|  |                     |                     |
|  |                     |                     |
| <b>My (top 3) competencies to be developed to help me in my choices are:</b>                             |                     |                     |
|  |                     |                     |
|  |                     |                     |
|  |                     |                     |
| <b>My specific work experiences (if any) related to the above choices are:</b>                           |                     |                     |
|  |                     |                     |
|  |                     |                     |
|  |                     |                     |
|  |                     |                     |