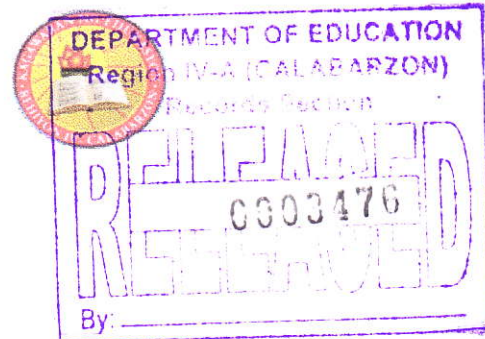




Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 REGION IV-CALABARZON  
 Karangalan Village, Gate 2  
 Cainta, Rizal



MEMORANDUM

TO : **ALL SCHOOLS DIVISION SUPERINTENDENTS  
 REGIONAL CHIEFS ( CLMD,ESSD,HRDD, FTAD,QAD,PPRD,ADM.,FINANCE)**

FROM : **DIOSDADO M. SAN ANTONIO**  
 Director IV

SUBJECT : **RESETTING OF SCHEDULE OF TRAINING-WORKSHOP ON SUCCESSION  
 PLANNING AND DEVELOPMENT**

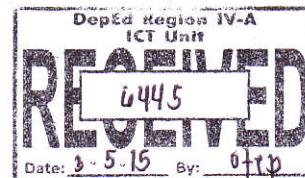
DATE : March 4, 2015

Due to conflict of schedule of activities, the Training –Workshop on Succession Planning and Development is re-scheduled as follows :

| FROM                     | TO  | VENUE                                  | PARTICIPANTS   |
|--------------------------|---|--|--|
| <b>March 18-20, 2015</b> | <b>March 24-26, 2015</b><br>Registration will be at 7:00am - 8:00 am<br><br>First Meal to be served is breakfast of day 1.<br><br>Opening Program will be at 8:00 am<br>Last meal will be PM snacks of the last scheduled day | NEAP Training Center, Malvar, Batangas | <b>Day 1</b> – SDS,ASDS, SDO Chiefs(SGOD,CID), SGOD-HRD, Regl chiefs ( CLMD,ESSD,HRDD, FTAD,QAD,PPRD,ADM.,FINANCE)<br><b>Day 2-3</b> SDO Chiefs(SGOD,CID), SGOD-HRD, Regl chiefs ( CLMD,ESSD,HRDD, FTAD,QAD,PPRD,ADM.,FINANCE) |

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

1. Personal Data Sheet (PDS) of each employee in their SDO's Offices and Regional Offices/ Divisions;
2. Career Goal and Career Choice Form of each employee.
3. Laptops



Expenses relative to this activity such as board and lodging of the participants and honoraria of resource persons shall be charged to Regional HRTD funds while transportation expenses of the participants shall be charged to local funds subject to the usual COA accounting and auditing rules and regulations. Attached is the Career Goal and Career Choice form for your reference.

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