



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



July 8, 2022

Regional Memorandum

**TRAINING-WORKSHOP ON THE DEVELOPMENT OF
SUCCESSION AND EXIT PROGRAM**

To **Schools Division Superintendents
Regional Office Functional Division Chiefs
Concerned ROP Employees
HRD Specialists**

1. Relative to Memorandum Circular No. 3 s. 2012 on the program to institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), the Regional Office, through the Human Resource Development Division – National Educators' Academy of the Philippines in the Region (HRDD-NEAP R), will conduct the Training-Workshop on the development of Succession and Exit Program on **August 8-10, 2022**. The venue of the said activity will be disseminated in a separate memorandum.
2. This activity aims to:
 - understand the importance of succession and exit plan in the workplace;
 - identify the critical positions in their respective workplace;
 - craft competency assessment tool for the positions that are critical;
 - familiarize with the different templates in order to craft succession and exit program; and
 - appreciate the importance of succession and exit program in the workplace.
3. Attached are the list of participants and the program management team. The participants are requested to confirm their attendance through this link: <https://bit.ly/AttendanceforSuccessionPlan> and bring their laptops, extension cords, face masks, alcohol, travel authority, and vaccination cards.
4. Board and lodging and other incidental expenses relative to the conduct of this activity shall be charged against the Regional Funds subject to the usual accounting and auditing rules and regulations.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon

5. Should there be queries or other concerns, kindly coordinate with **Ms. Jisela N. Ulpina** and **Ms. Jonalyn B. Pattalitan** through hrd.calabarzon@deped.gov.ph.
6. Immediate dissemination of this memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director

neap-r/jnu/jbp

Attachment: List of Participants

**TRAINING -WORKSHOP ON THE DEVELOPMENT OF
SUCCESSION AND EXIT PROGRAM**

August 8-10, 2022

Venue: TBA

NO	Name	Designation/Position	Division/Office
1.	Job Zape or Representative	Chief / EPS	CLMD
2.	Eduarda Zapanta or Representative	Chief/	ESSD
3.	Michael Girard Alba or Representative	Chief / EPS	FTAD
4.	Elino Garcia or Representative	Chief/EPS	QAD
5.	Viernalyn Nama or Representative	Chief/ EPS	PPRD
6.	Ann Geralyn Pelias or Representative	Chief/SAO	ASD
7.	Marites Gloria or Reprersentative	Chief/ SAO	Finance
8.	Maria Susana Oliveros	AO V	ASD- Personnel
9.	Marivic Labay	AO II	ASD-Personnel
10.	Luz E. Osmeña	Chief	HRDD
11.	Jisela N. Ulpina	EPS	HRDD
12.	Nadina G. Gaton	EPS	HRDD
13.	Glenda E. Dela Torre	EPS II	HRDD
14.	Jonalyn B. Pattalitan	EPS II	HRDD
15.	Arlene L. Tayona	SEPS	Antipolo City
16.	Christine T. Coronado	AO V	
17.	Vernel Dianco	SEPS	Bacoor City
18.	Maricon M. Encarnacion	HRMO IV	Batangas City
19.	Nida C. Santos	SEPS	
20.	Leah M. Celemin	AO V	
21.	Leoncia B. Maramot	EPS II, HRDS	Batangas Province
22.	Ernani A. Catapat	AO IV, HRMO	
23.	Mary Joy L. Cabiles	SEPS	Binan City
24.	Tito G. Pascual	AO IV	
25.	Jhoanna Manzanero	AO IV	Cabuyao City
26.	Michael O. Pantaleon	SEPS	
27.	Evelyn A. Calderon	AO IV	Calamba City
28.	Pamela Rodelas	SEPS	
29.	Jester C. Nicodemus	SEPS	Cavite City
30.	Charlie Cabatan	AO IV	
31.	Ronalyn P. Salazar	SEPS	Cavite Province
32.	Ronald Kevin Del Rosario	AO II	
33.	Vanessa R. Barcarse	SEPS	Dasmariñas City
34.	Maricel A. Mendoza	AO IV	

35.	Eunese P. Loyola	AO IV	General Trias
36.	Virgie Taccad	SEPS	
37.	Riza C. Garcia	SEPS	Imus City
38.	Marilyn O. Anglo	AO IV	Laguna
39.	Lourdes Fresnido	AO IV	
40.	Paulino Castro	SEPS	Lipa City
41.	Glenda Sambayan	SEPS	
42.	Ellen A. Almarez	AO IV	Lucena City
43.	Rolan Catapang	SEPS	
44.	Rochelle Tolentino	AO IV	Quezon
45.	Wennie Gaela	AO IV	
46.	Michelle G. Duma	EPS II	Rizal
47.	Marita Gonzales	SEPS	
48.	Jane Fuentes	AO IV	San Pablo City
49.	Lucila Nida B. Rodelas	AO IV	
50.	Maria Lucia Aileen L. Juaneza	SEPS	San Pedro City
51.	Charina C. Suyao	HRD Coordinator	
52.	Paul Jeremy I. Aguja	HRMO Coordinator	Sta Rosa City
53.	Janice Caryl	AO IV	
54.	Jeanne Elaine Sangalang	SEPS	Tanauan City
55.	Nenette Sumague	AO IV	
56.	Vivian Petrasanta	SEPS	Tayabas City
57.	Josefina Oabel	AO IV	
58.	Jean Rose Rabano	EPS II	

HRDD Training Management Team

Name	Designation
Luz E. Osmena	Chief – HRDD - NEAP R
Jisela N. Ulpina	EPS
Donna L. Lago	EPS
Maricris A. Tadioan	EPS II
Jonalyn B. Pattalitan	EPS II
Raggine A. Yanez	Technical Assistant
Nurse	
QATAME	QAD