



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



HRDD-RM-2024-782


October 29, 2024

Regional Memorandum
No. 782 s. 2024

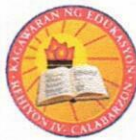
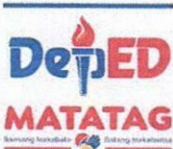
**PARTICIPATION IN RECALIBRATION WORKSHOP FOR THE
THREE-YEAR LEARNING AND DEVELOPMENT PLAN FOR
FIELD OFFICES NON-TEACHING PERSONNEL**

To **Schools Division Superintendents**
All Others Concerned

1. Relative to DM-OUHROD-2024-2121 titled *Recalibration Workshop for the Three-Year Learning and Development Plan for Field Offices Non-Teaching Personnel*, the Bureau of Human Resource and Organizational Development – Human Resource Development Division will conduct the said activity on **November 4-7, 2024**, at **CityState Tower Hotel, 1315 Mabini corner Padre Faura Streets, Ermita, Manila**.
2. The activity aims to:
 - review and validate the 2024 Regional Office Learning and Development Plan;
 - revise and finalize the three-year learning and development plan (2025-2027) based on the progress made for the 2024 ROLDP, and
 - capacitate the regional office and schools division offices L&D implementors/participants in developing the Learning and Development Plan.
3. Participants are requested to prepare the most recent learning and development needs assessment (LDNA) of non-teaching personnel, previous and current approved learning plan, and initial draft Office Learning Plan for FY 2025 for the workshop.
4. Attached are the list of participants for the said activity and the copy of the DM-OUHROD-2024-2121. Hence, all the identified participants are requested to register through this link:
<https://forms.office.com/r/277eURKfKR>.
5. For concerns and clarifications, please contact Jisela N. Ulpina, OIC – HRDD - NEAP Chief, or Jonalyn B. Pattalitan, Education Program Specialist II, through hrd.calabarzon@deped.gov.ph.
6. Immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH10-H1



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Certificate No. PHP QMS
22 93 0085

LIST OF PARTICIPANTS

Recalibration Workshop for the Three-Year Learning and Development Plan
for Field Offices Non-Teaching Personnel

November 4-7, 2024

CityState Tower Hotel, 1315 Mabini corner Padre Faura Streets, Ermita, Manila

No.	Name	Sex	Position	SDO/Office
1.	Jisela N. Ulpina	F	OIC-Chief - HRDD	RO-HRDD
2.	Jonalyn B. Pattalitan	F	EPS II	RO-HRDD
3.	Arlene L. Tayona	F	SEPS	Antipolo City
4.	Vernel Dianco	F		Bacoor City
5.	Alvin P. Metrillo	M		Batangas City
6.	Evelyn C. De Sagun	F		Batangas Province
7.	Mary Joy L. Cabiles	F		Biñan City
8.	Tomas B. Dorado	M		Cabuyao City
9.	Kevin A. Domingo	M		Calamba City
10.	Jester C. Nicodemus	M		Cavite City
11.	Ronalyn Salazar	F		Cavite Province
12.	Renante O. Salimbao	M		Dasmariñas City
13.	Cipriano A. Dinglasan Jr.	M		General Trias City
14.	Riza C. Garcia	F		Imus City
15.	Enrico G. Ortega	M		Laguna Province
16.	Glenda Sambayan	F		Lipa City
17.	Rolan B. Catapang	M		Lucena City
18.	Regina V. Marino	F		Quezon Province
19.	Marita L. Gonzales	F		Rizal Province
20.	Maria Lucia Aileen L. Juaneza	F		San Pablo City
21.	Orimar M. Guab-Dagandan	F		San Pedro City
22.	Jeanne Elaine T. Sangalang	F		Santa Rosa City
23.	Rose Lyn E. De La Cerna	F		Sto. Tomas City
24.	Edgar Marshall M. Brinas	M		Tanauan City
25.	Luzviminda E. Saldares	F		Tayabas City



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-2121

TO : **REGIONAL DIRECTORS**
SCHOOL DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary for
Human Resource and Organizational Development

SUBJECT : **RECALIBRATION WORKSHOP FOR THE THREE-YEAR**
LEARNING AND DEVELOPMENT PLAN FOR FIELD OFFICES
NON-TEACHING PERSONNEL

DATE : October 21, 2024

The Bureau of Human Resource and Organizational Development - Human Resource Development Division will be conducting a **Recalibration of the Three-Year Learning and Development Plan Workshop** on specific dates and venues (*refer to Annex A*).

This L&D Planning and Recalibration Workshop aims achieve the following objectives:

1. To review and validate the 2024 Regional Office Learning and Development Plan;
2. To revise and finalize the 3-year learning and development plan (2025-2027) based on the progress made for the 2024 ROLDP; and
3. Capacitate the regional office and schools division office L&D implementors/ participants in developing the Learning and Development Plan.

In this regard, may we request the Regional and School Division offices to authorize participation to the workshop of the following preferred representatives:

- Chief, RO Human Resource Development Division (HRDD)
- RO Non-Teaching Personnel Focal Person
- SDO- HRDS Senior Education Program Specialist (SEPS)



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Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024- 2121

TO : **REGIONAL DIRECTORS**
SCHOOL DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **RECALIBRATION WORKSHOP FOR THE THREE-YEAR**
LEARNING AND DEVELOPMENT PLAN FOR FIELD OFFICES
NON-TEACHING PERSONNEL

DATE : October 15, 2024

The Bureau of Human Resource and Organizational Development- Human Resource Development Division will be conducting a **Recalibration of the Three-Year Learning and Development Plan Workshop** on specific dates and venues (see Annex A).

This L&D Planning and Recalibration Workshop aims achieve the following objectives:

1. To review and validate the 2024 Regional Office Learning and Development Plan;
2. To revise and finalize the 3-year learning and development plan (2025-2027) based on the progress made for the 2024 ROLDP; and
3. Capacitate the regional office and schools division office L&D implementors/ participants in developing Learning and Development Plan.

On this regard, may we request the Regional and School Division offices to authorize participation to the workshop of the following preferred representatives:

- Chief, RO Human Resource Development Division (HRDD)

The recalibration workshop will be conducted in four (4) clusters with the following dates and venues as follows:

Recalibration Workshop for the Three-Year Learning and Development Plan for Non-Teaching Personnel		
Participants	Schedule	Venue
Cluster 1 <i>Region I, II, III, and CAR</i>	November 4- 7, 2024	Within Central Luzon
Cluster 2 <i>Region IV-A, IV-B, V, and NCR</i>	November 11- 14, 2024	Within NCR
Cluster 3 <i>Region VI, VII, VIII, IX</i>	November 18- 21, 2024	Within Cebu
Cluster 4 <i>Region X, XI, XII, and CARAGA</i>	November 25- 28, 2024	Within Davao

**Specific details of the venue to follow in a separate advisory*

Participants are requested to prepare the most recent learning and development needs assessment (LDNA) of non-teaching personnel, previous and current approved learning plan, and initial draft Office Learning Plan for FY 2025 for the workshop. Each participant is also requested to bring their own device (e.g., laptops and extension wires) to the workshop.

Arrival and registration of participants are expected on **Day 1** (refer to *Annex A-Program Outline*) as the program is expected to start at 3:00 p.m. Meals and accommodation for the participants will be provided by BHRD-HRDD while the travel expenses shall be charged against respective local funds subject to the existing accounting and auditing rules and guidelines.

Participants are hereby advised to confirm attendance, through the forms found in this link and QR code **on or before October 28, 2024**:

<https://forms.office.com/r/277eURKfKR>



For other queries and concerns, please contact Mr. Siljohn Rey P. Salazar of BHROD-HRDD at (02) 8470-6630 or email at bhrod.hrdd@deped.gov.ph.

For your information and appropriate action.

Copy Furnished:

OFFICE OF THE SECRETARY

Annex A: INDICATIVE PROGRAM OUTLINE

Time	Activity
Day 1: November 4,11,18, and 25, 2024 Monday	
9:00 AM-12:00 PM	Arrival and Registration of Participants
12:00 PM- 1:00 PM	LUNCH
1:00 PM- 2:30 PM	Preliminary Activities
2:30 PM- 4:00 PM	Presentation: <i>BEDP 2030 and alignment of Strategic Directions of the Human Resource and Organizational Development</i>
4:00 PM- 5:00 PM	PMT Debriefing
Day 2: November 5, 12, 19, and 26, 2024 Tuesday	
8:30 AM- 9:00 AM	Day 2: Preliminary Activities
9:00 AM-10:30 AM	Discussion: <i>Learning and Development System and Processes</i>
10:30 AM- 12:00 PM	Discussion: <i>Learning and Development Planning and review of the 2024 Learning and Development Plan</i>
12:00 PM- 1:00 PM	LUNCH
1:00 PM- 2:00 PM	Presentation: Recommended L&D Priorities
2:00 PM- 4:00 PM	Activity: Finalizing the OLDP 2025 vis-à-vis OPDNTF PSF
4:00 PM-5:00 PM	Presentation of Outputs
Day 3: November 6, 13, 20, and 27, 2024 Wednesday	
8:30 AM- 9:00 AM	Day 3: Preliminary Activities
9:00 AM-12:00 NN	Activity: Preparation of OLDP for FY 2025-2027 per Region
12:00 PM- 1:00 PM	LUNCH
1:00 PM 5:00 PM	Presentation of Outputs/ Feedback Session: OLDP for FY 2025-2027 per Region
Day 4: November 7, 14, 21, and 28, 2024 Thursday	
9:00 AM-9:30 AM	Day 4: Preliminary Activities
9:30 AM- 12:00 PM	[continuation] Presentation of Outputs/ Feedback Session: OLDP for FY 2025-2027 per Region
12:00 PM- 1:00 PM	LUNCH
1:00 PM- 3:00 PM	Closing Activities
	<i>Ways Forward</i>
	<i>Closing Message</i> <i>Activity Evaluation</i>
3:00 PM onwards	Departure