



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

21 January 2025

Regional Memorandum
No. 50, s. 2025

**SUBMISSION OF THE FY 2025 OFFICE LEARNING
AND DEVELOPMENT PLAN**

To **Schools Division Superintendents**

1. Relative to DM-OUHROD-2025-0133 from DepEd Central Office, Office of the Undersecretary for Human Resource and Organizational Development on the Submission of the FY 2025 Office Learning and Development Plan, this Office, through the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) announces the deadline of submission of the SDO’s signed and approved FY 2025 Office Learning and Development Plan on **January 28, 2025**.
2. The signed and approved OLDP must be submitted to HRDD-RO at hrd.calabarzon@deped.gov.ph and cc to jonalyn.pattalitan@deped.gov.ph, on /or before January 28, 2025. The email subject line must be: SDO_2025OLDP, and it must include both the scanned copy (with the SDS's signature) and the editable copy (in Excel format) of the OLDP.
3. The Regional Office will submit the said document to BHROD-HRDD once approved by the Regional Director.
4. FY 2025 Office Learning and Development Plan template will be shared with HRTD-SEPS through the official messenger group chat.
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 highly desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH10/ROH2/



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085