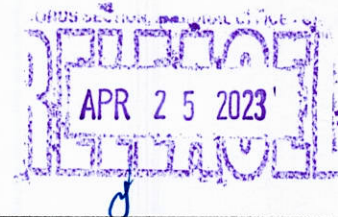




Republic of the Philippines
Department of Education
CARAGA REGION



April 24, 2023

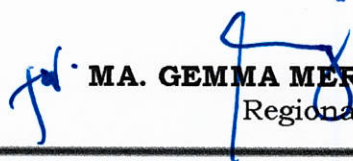
REGIONAL MEMORANDUM

No. 0303, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

ONE-DAY LEARNING AND DEVELOPMENT (L&D) PLANNING FOR
NON-TEACHING PERSONNEL

1. The Human Resource Development Division (HRDD) will be conducting a One-day Learning and Development Planning for Non-Teaching Personnel on May 2, 2023, 9:00 AM, at the Mezzanine Room, DepEd Caraga Regional Office.
2. The meeting aims to:
 - a. ensure that target learning interventions for non-teaching personnel are context-responsive in addressing learning needs and are strategically anchored on DepEd's mandates, core values, and strategies, particularly in alignment with the BEDP 2030 and in response to the MATATAG Agenda;
 - b. finalize FY 2023 Learning and Development Plan charged against the OPDNTF Program Support Fund; and
 - c. prepare multi-year Learning and Development Plan for NTPs for FY 2024-2026.
3. Participants to this meeting are the SDO's HRDS SEPS and/or EPS II.
4. Participants are advised to bring the following:
 - a. Human Resource Development (HRD) Plan;
 - b. Most recent references for identifying and mapping programs and activities and their implementation requirements to address priority needs for NTPs in the SDO (e.g. LDNA Report, consolidated IDP Plans, or other employees needs assessment result); and
 - c. Laptop and extension cord.
5. Travel expenses and per diem of participants shall be charged against local funds subject to existing budgeting, accounting, and auditing rules and regulations.
6. For information, guidance, and compliance.

 **MA. GEMMA MERCADO LEDESMA**
Regional Director



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Encl/s.: NONE
Reference/s: NONE
To be indicated in the Perpetual Index
under the following subjects:

LEARNING AND DEVELOPMENT NON-TEACHING PERSONNEL PLANNING

HRD/mmv
04/24/2023



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