



Republic of the Philippines
Department of Education
CARAGA REGION



NOV 11 2024

REGIONAL MEMORANDUM

No. 1226, s. 2024

To: Schools Division Superintendents
All Others Concerned

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

1. To reassess and prioritize high-impact programs that contribute to both individual development and institutional excellence among non-teaching personnel, the Bureau of Human Resource and Organizational Development (BHROD) will conduct the Recalibration Workshop for the Three-Year Learning and Development Plan (Cluster IV) on November 25–28, 2024, in Davao City.
2. The participants in this activity are the 12 HRD Senior Education Program Specialists, RO Non-Teaching Learning and Development Focal, and the Chief of the Human Resource Development Division.
3. Kindly refer to the attached Memorandum DM-OUHROD-2024-2121 and Advisory dated October 30, 2024 for details.
4. For your guidance and compliance.

MARIA INES C. ASUNCION

Director III
Officer-in-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR


PEDRO TENEBRO ESCOBARTE, JR., PhD, CESO IV

Director III
Assistant Regional Director



2024-11-18044

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Encl/s.: None

Reference/s: Memorandum DM-OUHROD-2024-2121

To be indicated in the Perpetual Index
under the following subjects:

PERSONNEL

PLAN

WORKSHOP

HRDD/rsr
11/08/2024



Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ADVISORY

30 October 2024

In reference to the **DM-OUHROD-2024-2121** dated October 15, 2024, titled **RECALIBRATION OF THE THREE-YEAR LEARNING AND DEVELOPMENT PLAN WORKSHOP**, please be informed of the **CHANGES on the CLUSTER OF PARTICIPANTS and SCHEDULE** as follows:

Recalibration Workshop for the Three-Year Learning and Development Plan for Regional Office (Cluster 1-4)			
Participants	Old Schedule	New Schedule	Venue
Cluster 1 Region I, III, V, & NCR	November 4-7, 2024	November 11-14, 2024	Within Pampanga*
Cluster 2 Region II, III, IV-A, IV-B, & CAR	November 11-14, 2024	November 4-7, 2024	CityState Tower Hotel 1315 Mabini corner Padre Faura Streets, Ermita, Manila
Cluster 3 Region VI, VII, VIII, IX	November 18-21, 2024 No changes	November 18-21, 2024 No changes	Hotel Fortuna** 26 A. Borromeo St, Cebu City, 6000 Cebu
Cluster 4 Region X, XI, XII, & CARAGA	November 25-28, 2024 No changes	November 25-28, 2024 No changes	Within Davao*

*Specific venue to be determined

**Based on the post qualification procedure of EASU

Each Regional and Schools Division Office participant shall be composed of the following:

- (1) Chief of RO Human Resource Development Division or assigned OIC;
 - (1) RO Non- teaching Learning and Development Program Focal; and
- All HRD Senior Education Program Specialist of SDO in the Region (1 for each SDO)

Total participants for each region in each cluster shall be as follows:

Cluster	Region	Participants		Total
		RO	SDO	
Cluster 1 November 11-14, 2024	NCR	2	16	18
	Region 1	2	14	16
	Region 3**	1	9	10
	Region 5	2	13	15
Cluster 2 November 4-7, 2024	CAR	2	8	10
	Region 2	2	9	11
	Region 3***	1	12	13
	Region 4A	2	21	23
	Region 4B	2	7	9
Cluster 3 November 18-22, 2024	Region 6	2	20	22
	Region 7	2	19	21
	Region 8	2	13	15
	Region 9	2	8	10
Cluster 4 November 25-28, 2024	Region 10	2	14	16
	Region 11	2	11	13
	Region 12	2	9	11
	Region 13	2	12	14

**Region III SDO: Aurora, Bataan, San Jose City, Zambales, Olongapo City, Balanga City, Nueva Ecija, Gapan City, Science City of Muñoz,

***Region III SDO: Tarlac City, Cabanatuan City, Angeles City, Tarlac Province, Pampanga, Baliwag City, Bulacan, Mabalacat City, Malolos City, Meycauayan City, City of San Fernando, City of San Jose Del Monte

For further questions and concerns, you may contact Mr. Siljohn Rey P. Salazar through bhrod.hrdd@deped.gov.ph or (02) 8470-6630.

For your guidance and appropriate action.


WILFREDO E. CABRAL

Undersecretary

Human Resource and Organizational Development



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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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.



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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