

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**

**ORD-2024-** 312

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
 SDO Manila City  
 SDO Marikina City  
 SDO Valenzuela City

**FROM :** **JOCELYN DR. ANDAYA**  
 Director IV

**SUBJECT :** **PARTICIPANTS IN THE WRITESHOP ON THE FORMULATION OF LEARNING AND DEVELOPMENT POLICY**

**DATE :** March 11, 2024

- In reference to the attached Memorandum DM-OUHROD-2024-0411 from the Office of the Undersecretary of Human Resource and Organizational Development, Dir. Wilfredo E. Cabral, Regional Director, Officer-In-Charge, this Office instructs the following attendees to participate on the above-captioned subject which shall commence on **March 13 to 15, 2024** to be held at **NEAP Conference Room, DepEd Central Office, Pasig City.**

Name	Position	Station
Renato N. Felipe Jr.	Public Schools District Supervisor	SDO Manila
Jennifer F. Vivas	OIC – Assistant Schools Division Superintended	SDO Marikina
Filmore R. Caballero	Chief Education Supervisor	SDO Valenzuela

- Participants accommodation and transportation for the live-out activity shall be charged against local funds, subject to usual accounting and auditing rules and regulations.
- Confirmation of attendance and other concerns, please coordinate with Ms. Marife Morcilla, Project Development Officer V, NEAP Professional Development Division through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8633-9455.
- For immediate dissemination and compliance with this Memorandum is desired.



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Republika ng Pilipinas  
**Department of Education**


OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2024-041

TO : **JOCELYN DR. ANDAYA**  
*Regional Director, DepEd National Capital Region*

**ALBERTO T. ESCOBARTE**  
*Regional Director, DepEd Region IV-A (CALABARZON)*

**Schools Division Superintendents**  
Cavite Province  
Lucena City  
Manila  
Marikina City  
Valenzuela City

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

SUBJECT : **WRITESHOP ON THE FORMULATION OF LEARNING AND DEVELOPMENT POLICY**

DATE : 07 March 2024

1. The mandates of the Department of Education under Republic Act (R.A.) No. 9155 or the *Governance of Basic Education Act of 2001* and R.A. No. 10533 or the *Enhanced Basic Education Act* as well as the commitments under the *MATATAG Agenda*, highlight the importance of professional competence of all teachers, school leaders, and other personnel in the effective delivery of quality basic education services for all Filipino learners.
2. In line with this, the National Educators Academy of the Philippines (NEAP) and the Bureau of Human Resource and Organizational Development (BHROD) will conduct a **series of activities for the formulation of the Learning and Development (L&D) Policy**, the first of which will be a **Writershop on 13-15 March 2024 (live-out)** at **NEAP Conference Room, DepEd Central Office, Pasig City**.

3. The primary goal of the activities is to craft a policy for L&D for eventual adoption by the Department. Specifically, the activities have the following objectives:
  - a. Establish a strategic, programmatic, and integrated system and processes for developing and providing L&D interventions for all DepEd personnel on all governance levels in accordance with quality standards; and
  - b. Institutionalize the governance and implementing structures to ensure efficient, effective, and responsive operations of the system.
4. Relative to this, we would like to seek permission from your respective Regional Offices (ROs) and Schools Division Offices (SDOs) to invite the following DepEd personnel in the formulation of the L&D Policy. Their expertise in DepEd policies, professional development interventions, and field implementation of programs and projects will be crucial in L&D policy development:

Name	Position	RO	SDO
Jennifer F. Vivas	OIC – Assistant Schools Division Superintendent (ASDS)	NCR	Marikina City
Filmore R. Caballero	Chief Education Supervisor	NCR	Valenzuela City
Renato N. Felipe Jr.	Public Schools District Supervisor	NCR	Manila City
Elizabeth Soriano	Principal	IV-A	Cavite Province
Maria Corazon Rubio	Principal	IV-A	Lucena City

5. Since the writeshop on 13-15 March 2024 will be a live-out activity, participants shall seek their own accommodation and transportation to be charged against local funds, subject to the usual accounting and auditing rules and regulations.
6. For confirmation of attendance and other concerns, please coordinate with **Ms. Marife Morcilla**, Project Development Officer V, NEAP Professional Development Division through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8633-9455.
7. For consideration and appropriate action.