



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



October 28, 2024

REGIONAL MEMORANDUM

No. 1130 s. 2024

To: Schools Division Superintendents

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

1. In reference to DM-OUHROD-2024-2121 dated 21 October 2024 from the Office of the Officer-in-Charge, Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development the field is hereby informed regarding the above-captured subject.
2. 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 November 11-14, 2024 at Citystate Tower Hotel, Mabini corner Padre Faura Streets, Ermita Manila.
3. Attached is the list of Participants (Enclosure 1) to the Recalibration of the Three-Year Learning and Development Plan Workshop.
4. 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.
5. This Memorandum shall likewise serve as the official travel authority document of the participants.
6. 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>



6 Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

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7. Please refer to the attached Memorandum for the complete details.
8. In the event of any questions or concerns, you are encouraged to reach out to Arren V. Aduan, Education Program Supervisor, HRDD-NEAP(R) at the following email address: hrdd.ncr@deped.gov.ph.
9. Immediate dissemination of this Memorandum is directed.


JOCELYN DR ANDAYA
Director IV



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure 1:

List of Participants to the Recalibration of the Three-Year Learning and Development Plan Workshop

No.	Name	Position	Office
1	HAJJI R. PALMERO	CES	DepEd NCR - HRDD
2	ARREN V. ADUAN	EPS	DepEd NCR - HRDD
3	CHRISTIAN JOSHUA B. GONZALES	SEPS-HRD	SDO Caloocan
4	CRYZL L. YU	SEPS-HRD	SDO Las Pinas
5	CHRISTINA P SANTOS	SEPS-HRD	SDO Makati
6	RICHELL G. CORDEVILLA	SEPS-HRD	SDO Malabon
7	JEMMELLE T. MEDINA	SEPS-HRD	SDO Mandaluyong
8	MARY ANTONETTE T. BUÑAG	SEPS-HRD	SDO Manila
9	JENNIFER G. MEDINA	SEPS-HRD	SDO Marikina
10	IVY M. ROMANO	SEPS-HRD	SDO Muntinlupa
11	MARICEL C. BASAY	SEPS-HRD	SDO Navotas
12	NOEL P. MIRANDA	SEPS-HRD	SDO Pasay
13	ERNESTO D. YLASCO	SEPS-HRD	SDO Pasig
14	LEAH E. SUDSAKORN	SEPS-HRD	SDO Paranaque
15	ANGELYN B. MALABANAN	SEPS-HRD	SDO Quezon City
16		SEPS-HRD	SDO San Juan
17	RONALYN G. SORONGON	SEPS-HRD	SDO Taguig Pateros
18	ALMA M. ESCOBIA	SEPS-HRD	SDO Valenzuela



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)

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 BHROD-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	<i>[continuation]</i> 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