



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 17, 2024

REGIONAL MEMORANDUM

No. **55** S.2024

ONLINE MEETING ON THE CRAFTING OF OFFICE LEARNING PLAN

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Human Resource and Development Division (HRDD), shall conduct an online meeting on the Crafting of the Office Learning Plan on January 23, 2024, via MS Teams.
2. The activity aims to:
 - a. discuss the results of Learning and Development Needs Assessment (LDNA) for Office personnel; and
 - b. craft an office learning plan based on the priority learning needs of the office personnel.
3. The participants to this activity are the SDO HRD SEPS/EPS II, HRDD-RO Chief, and OPDNTF Focal Person. The link to the virtual platform shall be sent to the respective email addresses of the participants on or before January 19, 2024.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

Enclosure: Activity Matrix
Reference: 2024 HRDD WFP
To be indicated in the Perpetual Index under the following subjects:



HUMAN RESOURCE

OFFICE LEARNING PLAN

VIRTUAL MEETING

HRDD-CDPA

