



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

May 14, 2024

**REGIONAL MEMORANDUM**

No. **549** 2024

**CAPACITY BUILDING PROGRAM ON STENGTHENING HUMAN RESOURCE DEVELOPMENT (HRD) PROGRAM IMPLEMENTATION STRATEGIES**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), shall conduct a capacity building program on Strengthening Human Resource Development (HRD) Program Implementation Strategies from August 7-9, 2024. The venue shall be announced in a separate issuance.
2. The activity aims to:
  - a. strengthen the strategies used in HRD program implementation, ensuring that they are aligned with the department's strategic goals and HRD plans;
  - a. address issues and concerns related to the implementation of HRD programs; and
  - b. foster a culture of collaboration and teamwork among RO and SDO HRD personnel.
3. The participants to this activity are as follows:

<b>Office/ Target Participants</b>	<b>No of Pax</b>
Regional Office	
HRDD Chief	1
HRDD (EPS, SEPS, EPS II, Support Staff)	10
Schools Division Offices	
SGOD Chief	13
HRDS SEPS	13
HRDS EPS II/ Support Staff	13
<b>Total</b>	<b>50</b>

4. Attached is the activity matrix and the template for the presentation of the summary of SDO HRD program implementation.
5. Incurred expenses such as board and lodging and training materials shall be charged against HRDD MOOE while the travel expenses of the participants shall be charged against local funds, subject to usual accounting and auditing rules and regulations.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director *RP*

Enclosure: As stated  
References: HRDD WFP 2024

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

HUMAN RESOURCE DEVELOPMENT      CAPACITY BUILDING PROGRAM

HRDD-CDPA



Enclosure no 1 to Regional Memorandum no 549, series of 2024

**CAPACITY BUILDING PROGRAM ON STENGTHENING HUMAN RESOURCE DEVELOPMENT (HRD) PROGRAM IMPLEMENTATION STRATEGIES**

August 7-9, 2024  
Venue: TBD

ACTIVITY MATRIX

Time/Day	August 7	August 8	August 9
8:00am-8:30am	Travel Time	Preliminaries	Preliminaries
8:30am-10:30am		<b>Presentation of SDOs Summary of HRD Program Implementation</b>  SDO HRDS Representatives	<b>Presentation of the Summary of HRDD Program Implementation</b>  HRDD Focal Persons
10:30am-10:45am		Health Break	Health Break
10:45am-12:00pm		<b>Continuation of the Presentation of SDOs Summary of HRD Program Implementation</b>  SDO HRDS Representatives	Session 4: <b>Effective HRD Program Implementation Strategies: Best Practices and Innovative approaches</b>  Selected RO and SDO HRD Personnel
12:00pm-1:00pm		Lunch	Lunch
1:00pm-3:00pm	Arrival and Registration	Session 2: <b>Addressing HRD Program Implementation Issues</b>  HRDD Focal Persons	Ways Forward and Closing Program
3:00pm-3:15pm	Opening Program	Health Break	Departure
3:15pm-3:30pm		Session 3: <b>Fostering Collaboration and Teamwork in HRD</b>  Ted Juan C. Peleño EPS II	
3:30pm-5:00pm	Session 1: <b>Walkthrough of the Various HRD Programs for FY 2024</b>  HRDD Focal Persons		

Prepared by:

  
**CLARK DAVE P. ARANTE**  
SEPS

Noted by:

  
**HARVIE D. VILLAMOR EdD**  
HRDD Chief

Enclosure no 2 to Regional Memorandum no \_\_\_\_\_, series of 2024

**SUMMARY OF SDO HRD PROGRAM IMPLEMENTATION**

Schools Division of \_\_\_\_\_

A. Fund Utilization and Physical Accomplishments

Fund Type	Title of Activity	Budget Allocation	Type of Learning Modality	Status of Implementation	Date of Conduct	Amount Obligated	Target Participants <i>(Specify the number per job group e.g. Teacher, Master Teacher, Head Teacher, Administrative Officer)</i>

B. Facilitating Factors, Challenges and Action Taken

Facilitating Factors	Challenges	Action Taken by SDO	Results

C. Lessons Learned and Proposed Action Steps

Lessons Learned from the Program Implementation Experience	Proposed Action Steps to Improve Implementation Based on Lessons Learned	Concerned Office

APPROVED:

\_\_\_\_\_  
Schools Division Superintendent