

May 14, 2024

REGIONAL MEMORANDUM

No.

5 4 9

. 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.
- 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:

Office/ Target Participants	No of Pax		
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		
Total	50		

- 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.





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

EVELYN R. FETALVERO CESO IV
Regional Director

Enclosure: As stated

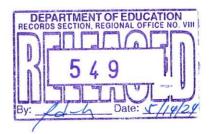
References: HRDD WFP 2024

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

Prepared by:

CLARK DAVE P. ARANTE
SEPS

HARVIE D. VILLAMOR EdD HRDD Chief

Noted by:





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	SU	MMAF	RY C	OF SDO I	HRD PE	ROGRA	AM IMP	LEMEN	TA	TION	
A.	Fund U	tilizatio	on a	nd Physic	cal Accor	nplish	ments				
Fund Type						is of ntation	Date of Conduct	Amount Obligated		Target Participants (Specify the number per job group e.g. Teacher, Master Teacher, Head Teacher, Administrative Officer)	
В.	Facilitat	ing Fa	ctor	s, Challer	nges and	Action	n Taken				
Facilitating Factors Challenge				illenges	es Action T			Taken by SDO		Results	

C.	Lessons	Learn	ed a	nd Propos	sed Actio	on Step	os				
Lessons Learned from the Program Implementation Experience Proposed Actic Improve Imple on Lessons Le					ve Implem	entation		Concerned Office			
						APR	ROVED:				
						Schools Division Superintendent					



