Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

June 21, 2024

REGIONAL MEMORANDUM

AD-2024- **712**

DEVELOPMENT OF DEPED ONBOARDING POLICY

To: Schools Division Superintendent } Division of **Leyte**
        Chiefs of AD and HRDD
        All Others Concerned

1.   The Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD) shall be conducting a four (4)-phase workshop for the development of Onboarding Policy between **July 9, 2024** to **August 16, 2024** per attached Memorandum DM-OUHROD-2024-1186.

2.   The identified participants per activity are as follows:

Title of the Activity	Date	Venue	Identified Participants
Focus Group Discussion and Consultation on Onboarding Policy with Incumbents and Implementers	July 9-12, 2024	Within Metro Manila	**Jose Mariano E. Barril** ITO I, Division of Leyte RSPI NTWG Member **Dina S. Superable** EPS, HRDD-DepEd RO VIII
Writeshop on the Onboarding Policy with Recruitment, Selection, Placement, and Induction-National Technical Working Group (RSPI-NTWG)	July 23-26, 2024	Within Iloilo City	**Harvie D. Villamor** Chief, HRDD-DepEd RO VIII RSPI NTWG Member **Jose Mariano E. Barril** ITO I, Division of Leyte RSPI NTWG Member
Validation Workshop of the draft Onboarding Policy with Incumbents and Implementers	August 7-9, 2024	Within Davao	**Jose Mariano E. Barril** ITO I, Division of Leyte RSPI NTWG Member **Eva D. Rosales** AO V (HRMO III), DepEd RO VIII

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| Refinement and Finalization of the Validated Onboarding Policy | August 13-16, 2024 | Within Albay | **Harvie D. Villamor** Chief, HRDD-DepEd RO VIII RSPI NTWG Member |
| | | | **Jose Mariano E. Barril** ITO I, Division of Leyte RSPI NTWG Member |

3.   Travel and other necessary expenses of participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations. The provision of first meal and last meal are indicated in the attached Memorandum DM-OUHROD-2024-1186. Other details and administrative arrangements, including the exact venue will be announced through a separate advisory.

4.   For confirmation of attendance, kindly accomplish the form and register through the link: **https://bit.ly/RegistrationOnboardingPolicy** on or before **July 3, 2024.**

5.   Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO CESO IV
Regional Director
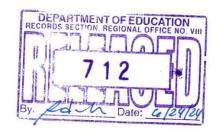
Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:

ONBOARDING   POLICY   WORKSHOP

AD-PS-EDR

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MEMORANDUM
DM-OUHROD-2024-1186

TO : **ATTY. RESTY C. OSIAS**
Director IV, Bureau of Human Resource and Organizational Development

JENNIFER E. LOPEZ
Director IV, National Educators Academy of the Philippines

LEILA P. AREOLA
Director IV, Bureau of Learning Delivery

ROBERT M. AGUSTIN
Director IV, Administrative Service

ANA MARIE C. CALAPIT
Director IV, Finance Service

JASON V. MERCENE
OIC-Director IV, Public Affairs Service

ALL REGIONAL DIRECTORS
SELECTED SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

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

SUBJECT : **DEVELOPMENT OF DEPED ONBOARDING POLICY**

DATE : 18 June 2024

Since 2017, the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) has invested on its initiatives on competency-based Recruitment, Selection, Placement and Induction (RSPI) system by reviewing and revising several DepEd issuances on hiring and promotion to align with the Civil Service Commission (CSC) Memorandum Circular No. 14, series of 2018, or the *Omnibus Rules on Appointment and Other Human*

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Resource Actions (ORA OHRA) as amended, which resulted to the issuance of the enhanced DepEd Agency Merit Selection Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines.

After establishing the hiring and appointment guidelines, an Onboarding Policy shall be next in line to put in place a standardized procedure in the preparation, immersion, and engagement of the appointed personnel to the organization and into their respective offices and functions. This is also in adherence to the CSC's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and a part of the Department's journey in attaining PRIME-HRM Maturity Level III.

The development of this policy shall improve the effectiveness of employee job entry and enhance the mobility of employees between offices, while developing employee professionalism. This shall result in employees feeling valued, informed, connected, and committed—the essential and critical factors for a lasting, successful relationship with DepEd.

As part of the work for these initiatives, a four (4)-phase workshop for the development of Onboarding Policy shall be conducted to consult, formulate, validate, and finalize the draft policy:

Title of the Activity	Date	Venue
Focus Group Discussion and Consultation on Onboarding Policy with Incumbents and Implementers	July 9-12, 2024	Within Metro Manila
Writeshop on the Onboarding Policy with RSPI NTWG	July 23-26, 2024	Within Iloilo
Validation Workshop of the draft Onboarding Policy with Incumbents and Implementers	August 7-9, 2024	Within Davao
Refinement and Finalization of the Validated Draft Onboarding Policy	August 13-16, 2024	Within Albay

In this connection, your Office is requested to authorize and ensure the participation of the RSPI NTWG members and nominate the identified participants under your supervision in the abovementioned activities.

The **list of participants** and **indicative program of activities** are attached as *Annex A* and *Annex B*, respectively.
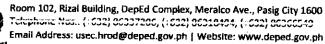
Travel expenses, except for the identified RSPI NTWG Members, will be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations. The provision of first meal and last meal are indicated in *Annex B*. Other details and administrative arrangements, including the exact venue, will be announced through a separate advisory.

For confirmation of attendance, kindly accomplish the form and register through the link below (or scan the QR code) on or before July 3, 2024.

https://bit.ly/RegistrationOnboardingPolicy

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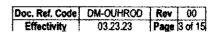| Doc. Ref. Code	DM-OUHROD	Rev	00
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For more information and further clarification, you may reach Ms. Carla Gob or Ms. Ruby Chanda Crisostomo through the BHROD-HRDD email address at bhrod.hrdd@deped.gov.ph or telephone no. (02) 8470-6630.

[HRDD/Gob]

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Annex A.1

LIST OF PARTICIPANTS

Bureau of Human Resource and Organizational Development – Human Resource Development Division
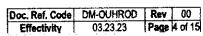*Recruitment, Selection, Placement, and Induction (RSPI) System*

Focus Group Discussion and Consultation on Onboarding Policy with Incumbents and Implementers

July 9 –12, 2024
within Metro Manila

No.	NAME	POSITION	OFFICE CO/RO/SDO

No.	NAME	POSITION	OFFICE CO/RO/SDO
Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members			
1	Janice Gamalong	Supervising Admin. Officer	Region XI
2	Amiel Garque	Public Schools District Supervisor	Guimaras
3	Jose Mariano Barril	Information Technology Officer I	Leyte
4	Elsa Mariano	Administrative Officer V	NCR
5	Arvin Purisima	Administrative Officer V	Pangasinan II
6	Menchie Kubayashi	Administrative Officer V	Pasig City
5 Program Managers and Secretariat from BHROD-Human Resource Development Division - RSP			
2 participants from BHROD – Human Resource Development Division (HRDD) RPMS, L&D			
2 participants from BHROD – Personnel Division (PD)			
1 participant from BHROD – Employee Welfare Division (EWD)			
1 participant from BHROD – Organizational Effectiveness Division (OED)			
1 participant from BHROD – School Effectiveness Division (SED)			
1 participant from NEAP			
1 representative from the RO or any one of its SDO with an established onboarding process, preferably the HRMO or HRD SEPS involved in the onboarding program/activities			
ROs I, II, III, IV-A, IV-B, V, VI, VII, VIII, IX, X, XI, XII, XIII, CAR, NCR			

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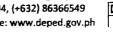| Doc. Ref. Code	DM-OUHROD	Rev	00
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Annex A.2

LIST OF PARTICIPANTS

Bureau of Human Resource and Organizational Development – Human Resource Development Division
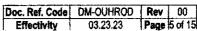*Recruitment, Selection, Placement, and Induction (RSPI) System*

Onboarding Policy Writeshop with RSPI NTWG

July 23-26, 2024
within Iloilo

No.	NAME	POSITION	OFFICE CO/RO/SDO
	*Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members*		
1	Susan Collano	Schools Division Superintendent	Naga
2	Cherry Mae Limbaco	Schools Division Superintendent	Malaybalay
3	Harvie Villamor	Chief Education Supervisor	Region VIII
4	Anne Geralyn Pelias	Chief Administrative Officer	Region IV-A
5	Janice Gamolong	Supervising Admin. Officer	Region XI
6	Amiel Garque	Public Schools District Supervisor	Guimaras
7	Jose Mariano Barril	Information Technology Officer I	Leyte
8	Elsa Mariano	Administrative Officer V	NCR
9	Menchie Kubayashi	Administrative Officer V	Pasig City
10	Arvin Purisima	Administrative Officer V	Pangasinan II
11	Isabelita Sampayan	Administrative Officer V	Palawan
	*1 participant from Office of the Undersecretary for HROD		
	1 participant from BHROD – Office of the Director		
	5 Program Managers and Secretariat from BHROD-Human Resource Development Division - RSP		
	2 participants from BHROD - Human Resource Development Division (HRDD) RPMS, L&D		
	3 participants from BHROD – Personnel Division (PD)		
	2 participants from NEAP*		

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Annex A.3

LIST OF PARTICIPANTS

Bureau of Human Resource and Organizational Development – Human Resource Development Division
Recruitment, Selection, Placement, and Induction (RSPI) System

Onboarding Policy Validation Workshop with Incumbents and Implementers

August 7 – 9, 2024
within Davao

No.	NAME	POSITION	OFFICE CO/RO/SDO
6 Recruitment, Selection, and Placement – **National Technical Working Group (RSP-NTWG) Members**			
*12 selected **incumbents** (from CO, RO, and SDO)*			
➤ Central Office *(1 representative per identified strand; preferably hired within the last 2 years)* • *Bureau of Learning Delivery* • *Administrative Service* • *Finance Service* • *Public Affairs Service* ➤ Regional Office *(1 representative per identified RO-HRDD)* • RO I • RO VII • RO X • RO Caraga ➤ Schools Division Office *(1 representative per identified SDO SGOD-HRD)* • SDO Guimaras • SDO Mandaluyong • SDO Zamboanga • SDO General Santos			
*8 selected **HRMOs** (from RO and SDO)*			
➤ Regional Office *(1 representative per identified RO)* • RO III • RO VIII • RO XI ➤ Schools Division Office *(1 representative per identified SDO)* • SDO Batangas • SDO Dasmariñas City • SDO Roxas • SDO Quirino • SDO Oriental Mindoro			
*1 participant from **BHROD – Office of the Director***			
*2 participants from **BHROD – Personnel Division (PD)***			
*1 participant from **BHROD – Employee Welfare Division (EWD)***			
*5 Program Managers and Secretariat from **BHROD-Human Resource Development Division***			

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Annex A.4

LIST OF PARTICIPANTS

Bureau of Human Resource and Organizational Development – Human Resource Development Division
Recruitment, Selection, Placement, and Induction (RSPI) System

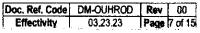## Refinement and Finalization of the Validated Draft Onboarding Policy

August 13 – 16, 2024
within Albay

No.	NAME	POSITION	OFFICE CO/RO/SDO
Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members			
1	Susan Collano	Schools Division Superintendent	Naga
2	Cherry Mae Limbaco	Schools Division Superintendent	Malaybalay
3	Harvie Villamor	Chief Education Supervisor	Region VIII
4	Anne Geralyn Pelias	Chief Administrative Officer	Region IV-A
5	Janice Gamaiong	Supervising Admin. Officer	Region XI
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7	Jose Mariano Barril	Information Technology Officer I	Leyte
8	Elsa Mariano	Administrative Officer V	NCR
9	Menchie Kubayashi	Administrative Officer V	Pasig City
10	Arvin Purisima	Administrative Officer V	Pangasinan II
11	Isabelita Sampayan	Administrative Officer V	Palawan
1 participant from **Office of the Undersecretary for HROD**			
2 participants from **BHROD – Office of the Director**			
3 participants from **BHROD – Personnel Division (PD)**			
1 participant from **BHROD – Employee Welfare Division (EWD)**			
2 participants from **BHROD - Human Resource Development Division (HRDD) RPMS, L&D**			
5 Program Managers and Secretariat from **BHROD-Human Resource Development Division**			

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Activity Title	**Focus Group Discussion and Consultation on Onboarding Policy with Incumbents and Implementers**
Schedule	July 9 - 12, 2024
Inclusive Dates Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	32 hours
Participants	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); BHROD Team, selected representatives from CO/RO/SDO units
Venue	Within Metro Manila
Objectives	To gather insights and discuss the existing practices on onboarding which shall be used in the development of the Onboarding Policy. The specific objectives are as follow:
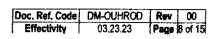
a. Revisit current practices on onboarding of all governance levels – CO, RO, and SDO;
b. Review onboarding policies/program of other agencies as references; and
c. Identify the scope, structure, and outline of the Onboarding policy.

INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
DAY 1: July 9, Tuesday (First Meal: Lunch)			
PM	Ingress and Check-in of Participants Opening Program *Session 1:* Preliminaries and House Rules Welcome Remarks *Session 2:* Priming presentation, Updates on RSP System, Instructions for the next day		HRDD Organizing Committee, Facilitators Participants
DAY 2: July 10, Wednesday			
AM	*Session 3:* Preliminaries, Energizer *Session 4:* Recapitulation from the priming session, Presentation of Workshop Design and Tasking *Workshop 1:* Revisiting the current practices on onboarding - break out groups (per governance level	Program Objectives and Directions, RSP Updates; Tasking of pax	HRDD Facilitators Participants

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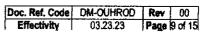| Doc. Ref. Code	DM-OUHROD	Rev	00
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PM	cont. *Workshop 1:* Revisiting the current practices on onboarding - break out groups (per governance level) *Session 5: Presentation of Workshop 1 output*	Workshop 1 and 2 output/accomplished form		

DAY 3: July 11, Thursday

AM	*Session 6:* Benchmarking from other agencies' onboarding policy/program (presentation of CSC) *Session 7:* Presentation of Workshop 2 output	Draft outline and scope of the onboarding policy	HRDD Facilitators Participants	
PM	*Policy Agenda Setting:* Main Objective/Goal of Onboarding (Entry to Exit) Role - Principles, Road Map (with guide questions) *Workshop 2:* Identifying the scope, structure, and outline of the policy and development of Onboarding Framework *(what do you want to see on the onboarding policy)*	Draft outline and scope of the onboarding policy, comments, recommendations, agreements	HRDD Facilitators Participants	

DAY 4: July 12, Friday (Last Meal: PM Snacks)

AM	Come up with general provisions of the policy *Workshop 3:* Presentation of workshop 3 output (by group); discussion and noting of inputs, comments, recommendations and agreements	Draft outline Policy	HRDD Facilitators Participants	
PM	*Session 8:* Presentation of Ways Forward and Next Steps *Closing Program* *Egress of Participants*		HRDD Facilitators Participants	

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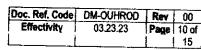|	
Activity Title	**Onboarding Policy Writeshop with RSPI NTWG**
Schedule	July 23 - 26, 2024
Inclusive Dates Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	32 hours
Participants	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); BHROD Team, selected representatives from CO/RO/SDO units
Venue	within Iloilo
Objectives	To develop the draft Onboarding Policy The specific objectives are as follow: a. Integrate the Onboarding Framework and inputs from the focus group discussion and consultation activity to the draft onboarding policy; b. Align the draft policy to CSC Onboarding program and PRIME-HRM Level III indicators c. Supply specific provisions on the draft Onboarding Policy

INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
DAY 1: July 23, Tuesday (First Meal: Lunch)			
PM	*Ingress and Check-in of Participants* *Opening Program* *Session 1:* Preliminaries and House Rules Welcome Remarks *Session 2:* Priming presentation, Updates on RSP System, Instructions for the next day		HRDD Organizing Committee, Facilitators Participants
DAY 2: July 24, Wednesday			
AM	*Session 3:* Preliminaries, Energizer *Session 4:* Recapitulation from the priming session, Presentation of Workshop Design and Tasking *Session 5:* Presentation of output from the consultation and FGD workshop	Program Objectives and Directions, RSP Updates; Tasking of pax	HRDD Organizing Committee Participants
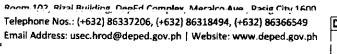
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		Session 6: Presentation of Workshop Design, Tasking, and Instructions	Tasking of pax	HRDD Facilitators Participants
	PM	Workshop 1: Development of the Onboarding Policy (Breakout groups)	Initial draft Onboarding policy	

DAY 3: July 25, Thursday

	AM	cont. Workshop 1: Development of the Onboarding Policy (Breakout groups) Process Checking	Initial draft Onboarding policy	HRDD Organizing Committee Participants
	PM	Session 7: Presentation of group outputs Presentation of the initial draft (by group); discussion and noting of inputs, comments, recommendations and agreements Workshop 2: Revision of the initial draft based on the comments and recommendations	Initial draft Onboarding policy, inputs, comments, and recommendations	HRDD Facilitators Participants

DAY 4: July 26, Friday (Last Meal: PM Snacks)

	AM	Session 8: Presentation of the revised parts, finalization of the initial draft policy	Draft Onboarding Policy	HRDD Facilitators Participants
	PM	Session 9: Presentation of Ways Forward and Next Steps Closing Program; Egress of Participants		

Annex B.3

Activity Title	**Onboarding Policy Validation Workshop with Incumbents and Implementers**
Schedule	August 7-9, 2024
Inclusive Dates Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	24 hours
Participants	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); BHROD Team, selected representatives from CO/RO/SDO units
Venue	within Davao
Objectives	To validate the draft Onboarding Policy to selected DepEd personnel. The specific objectives are as follow:

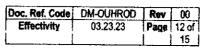   a. Present the draft Onboarding Policy to the identified participants; and
      b. Gather feedback, comments and recommendations from the target participants.

INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
DAY 1: August 7, Wednesday (First Meal: Lunch)			
AM	*Ingress and Check-in of Participants* *Opening Program* *Session 1:* Preliminaries and House Rules Welcome Remarks *Session 2:* Priming presentation, Updates on RSP System	Program Objectives and Directions, RSP Updates	HRDD Organizing Committee Participants
PM	*Session 4:* Presentation of the draft Onboarding Policy *Session 5:* Presentation of Workshop Design, Tasking, and Instructions *Workshop 1:* Review and Critiquing of the draft Onboarding Policy *(Breakout groups)* Tasking and instructions for next day session	Tasking of pax, Accomplished template for inputs, comments, and recommendations	HRDD Facilitators Participants
DAY 2: August 8, Thursday			

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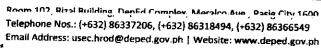
			Comments, inputs, recommendation on the draft Onboarding Policy	HRDD Facilitators Participants
AM		Workshop 1: Continuation of Critiquing; Accomplishing validation template		
PM		Session 6: Presentation and discussion (per breakout group) of the gathered inputs, comments, and recommendations Workshop 2: Revision of the initial draft based on the comments and recommendations	Refined and validated draft onboarding policy	Participants
DAY 3: August 9, Friday (Last Meal: PM Snacks)				
AM		Session 7: Presentation of the revised draft of onboarding policy		HRDD Facilitators Participants
PM		Session 8: Presentation of Ways Forward and Next Steps Closing Program Egress of Participants		

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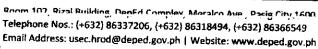|	
Activity Title	**Refinement and Finalization of the Validated Draft Onboarding Policy**
Schedule	August 13 – 16, 2024
Inclusive Dates Time/s	8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily
Duration (in hours)	32 hours
Participants	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); OUHROD and BHROD Team
Venue	Within Albay
Objectives	To finalize the Onboarding Policy

    a. Update and finalize the draft Onboarding Policy based on the gathered feedback and result from the validation workshops with incumbents and implementers

    b. To wrap-up Onboarding activities, finalize the draft DepEd Order and identify ways forward

INDICATIVE PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
DAY 1: August 13, Tuesday (First Meal: Lunch)			
PM	*Ingress and Check-in of Participants* *Opening Program* Session 1: Preliminaries and House Rules Welcome Remarks *Session 2:* Priming presentation, Updates on RSP System, Instructions for the next day		HRDD Organizing Committee Participants
DAY 2: August 14, Wednesday			
AM	*Session 3:* Preliminaries, Energizer, Recapitulation from the priming session *Session 4:* Presentation of validation workshops results *(incumbents and implementers)*	Program Objectives and Directions, RSP Updates,	Participants

DepED
MATATAG

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PM	Session 5: Presentation of Planning Service – Policy Research and Development Division (PRDD) on Policy Writing Standards Session 6: Presentation of Workshop Design, Tasking, and Instructions Workshop 1: Updating and integration of validation workshop results to the draft Onboarding Policy (by group) Process Checking	Tasking of pax, updated draft Onboarding Policy	HRDD Facilitators Participants

DAY 3: August 15, Thursday

AM	(Continuation) Workshop 2: Updating and integration of validation workshop results to the draft Onboarding Policy (by group)	Updated draft Onboarding Policy	HRDD Facilitators Participants
PM	Workshop 3: Presentation of updated draft Onboarding Policy Session 7: Discussion, finalization of agreements and integration to the final draft	Finalized OHRA Policy	HRDD Facilitators Participants

DAY 4: August 16, Friday (Last Meal: PM Snacks)

AM	Session 8: Presentation of final draft of onboarding policy Session 9: Presentation of Ways Forward and Next Steps Closing Program		HRDD Facilitators Participants
PM	Egress of Participants		