



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

November 05, 2024

REGIONAL MEMORANDUM

No. **1410** s. 2024

**REITERATION ON THE CONDUCT OF RECALIBRATION WORKSHOP FOR
THE THREE-YEAR LEARNING AND DEVELOPMENT PLAN FOR
FIELD OFFICES' NON-TEACHING PERSONNEL**

To: Schools Division Superintendents
School Governance and Operations Division Chiefs
All Others Concerned

1. Attached in an official communication from Wilfredo E. Cabral, Officer-in-Charge of the Office of the Undersecretary for Human Resource and Organizational Development, dated October 21, 2024, pertaining to the recalibration workshop for the three-year Learning and Development Plan for Non-Teaching Personnel for Cluster III on November 18-22, 2024 at Hotel Fortuna, Cebu City.
2. This Office, through the Human Resource Development Division (HRDD), informs all Senior Education Program Specialist (SEPS) of the Human Resource Development Section (HRDS) in the Schools Division Offices to participate in the aforementioned activity.
3. Travel expenses and per diem of the participants shall be charged against their respective local funds, subject to existing accounting and auditing rules and regulations.
4. Other information and details pursuant to this communication are stipulated in the attached memorandum.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: As stated

References: As stated

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

RECALIBRATION WORKSHOP
LEARNING AND DEVELOPMENT PLAN
NON-TEACHING PERSONNEL



HRDD-TJCP



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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)

21 OCT 2024



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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 Region I, II, III, and CAR	November 4- 7, 2024	Within Central Luzon
Cluster 2 Region IV-A, IV-B, V, and NCR	November 11- 14, 2024	Within NCR
Cluster 3 Region VI, VII, VIII, IX	November 18- 21, 2024	Within Cebu
Cluster 4 Region X, XI, XII, and CARAGA	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