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

November 12, 2025

**OFFICE MEMORANDUM**

HRDD-2025- **556**

**SUBMISSION OF THE 2025 SUCCESSION PLAN**

To: Director III  
Division Office Chiefs  
Section and Unit Heads  
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), reiterates the call for the submission of the 2025 Succession Plan by each Functional Division.
2. The Succession Plan remains an integral output of the Succession Planning Activity conducted on September 4, 2020 (per Office Memorandum No. 365, s. 2020) and is essential to ensuring leadership continuity and capability within the organization.
3. Attached is the updated Succession Plan Template, which may also be accessed through this link: <https://tinyurl.com/scssnpln2025>. Kindly accomplish the template and submit the scanned copy of the completed plan through email at [hrdd.region8@deped.gov.ph](mailto:hrdd.region8@deped.gov.ph) on or before December 15, 2025.
4. Immediate dissemination of and compliance with this Memorandum are desired.

**RONEL K. FIRMO PhD CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

HRDD-TJCP





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**SUCCESSION PLAN**

Division: \_\_\_\_\_

Calendar Year: \_\_\_\_\_

| Identified Critical Position | Incumbent Name | Identified Key Talents |                            |                          | Remarks<br><br>(This is based on the performance and potential of the identified employees. Other qualification standards shall be considered as deemed required for the critical position during the promotion process.) |
|------------------------------|----------------|------------------------|----------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              |                | Ready Now              | Ready Soon or in 1-2 years | Ready Later on 3-5 years |                                                                                                                                                                                                                           |
|                              |                |                        |                            |                          |                                                                                                                                                                                                                           |
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Prepared by: \_\_\_\_\_

Chief \_\_\_\_\_

