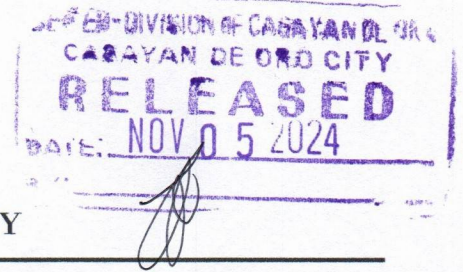




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



November 5, 2024

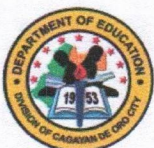
DIVISION MEMORANDUM
No. 856, s. 2024

**PARTICIPATION ON RECALIBRATION WORKSHOP FOR THE THREE-YEAR
LEARNING & DEVELOPMENT PLAN FOR FIELD OFFICES NON-TEACHING**

To: **Derrold Marl S. Aves**
This Division

1. Pursuant to Memorandum DM-OUHROD-2024-2121 re: **Recalibration Workshop for the three-Year Learning & Development Plan for Field Offices Non-Teaching Personnel**, you are hereby directed to attend the said training on November 25-28, 2024 at Davao City.
2. The activity aims to review and evaluate the 3-year learning and development plan and capacitate the school's division office L&D implementors/participants in developing the Learning and Development Plan.
3. 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.
4. For immediate and wide dissemination of this memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048



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)



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 5



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 <i>Region I, II, III, and CAR</i>	November 4- 7, 2024	Within Central Luzon
Cluster 2 <i>Region IV-A, IV-B, V, and NCR</i>	November 11- 14, 2024	Within NCR
Cluster 3 <i>Region VI, VII, VIII, IX</i>	November 18- 21, 2024	Within Cebu
Cluster 4 <i>Region X, XI, XII, and CARAGA</i>	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/277eURKIKR>



For other queries and concerns, please contact Mr. Siljohn Rey P. Salazar of BHROD-HRDD at (02) 8470-6630 or email at bhrod.hrrdd@deped.gov.ph.

For your information and appropriate action.



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Doc. Ref. Code	DM-OUI-HROD	Rev	00
Effectivity	03.23.23	Page	3 of 5

