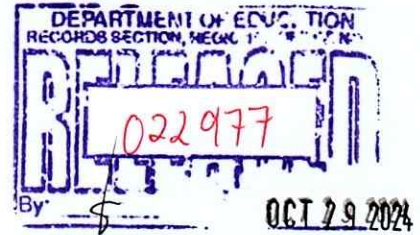




Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1420, s. 2024

RECALIBRATION WORKSHOP FOR THE THREE-YEAR LEARNING AND DEVELOPMENT PLAN FOR FIELD OFFICES NON-TEACHING PERSONNEL

To: Schools Division Superintendents

1. The Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) shall conduct a Recalibration of the Three-Year Learning and Development Plan Workshop on November 11-14, 2024 within Central Luzon.
2. The activity aims to:
 - a. review and validate the 2024 Regional Office Learning and Development Plan;
 - b. revise and finalize the three-year (2025-2027) learning and development plan; and
 - c. capacitate the regional office and schools division office L&D implementers in developing the Office Learning and Development Plan.
3. Participants to the said activity are the Senior Education Program Specialists of the Human Resource Development Section of the Schools Division Offices.
4. Participants are expected to confirm attendance until October 28, 2024 through the forms found in the link: <https://forms.office.com/r/277eURKfKR>
5. Participants are requested to bring their recent learning and development needs assessment of non-teaching personnel, and previously approved Office Learning Plan for the workshop. Each participant is also requested to bring their own device (laptop and extension wires for the workshop).
6. Arrival and registration of participants will be on Day 1. Meals and accommodation 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.

7. For immediate dissemination and appropriate action.

For the Regional Director:


ARNOLD I. VINO
Chief Administrative Officer
Finance Division

Reference: None
Encl: as stated
To be indicated in the Perpetual Index
under the following subjects:

NON-TEACHING

PROFESSIONAL DEVELOPMENT

WORKSHOPS

HRDD/jmv/RM_OPDNTPrecalibration
October 28, 2024

