



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 536 s. 2025

**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 shall conduct **Recalibration Workshop for the Three-Year Learning and Development Plan for Field Offices Non-Teaching Personnel** at in Privato Hotel, 706 Shaw Blvd, Pasig City on April 22-26, 2025 (Tuesday - Saturday).
2. This L&D Planning and Recalibration workshop aims to:
  - a. review and validate the previously submitted Regional Office Learning and Development Plan of Regional Offices and School Division Offices;
  - b. revise and finalize the 3-year learning and development plan (2025-2027) based on the progress made for the 2024 ROLDP; and
  - c. capacitate the regional office and schools division office L&D implementors/participants in developing Learning and Development Plan.
3. In this regard, all SDO - HRDS Senior Education Program Specialist (SEPS) are requested to participate. Participants are hereby requested to prepare the most-recent learning and development needs assessment (LDNA) for non-teaching personnel, the previous and current approved learning plans, 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.
4. Arrival and registration of participants are expected on Day 1 as the program is expected to start at 3:00 pm. 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.



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Certificate No. PHP 0MS  
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5. Participants are hereby advised to (1) file Compensatory Time-Off (CTO) for April 26, 2025 and (2) reconfirm their attendance by answering the forms found in this link and QR code on or before April 17, 2025:

<https://forms.office.com/r/277eURKfKR>



6. For questions, please call the Human Resource Development Division through telephone number (072) 682-23-24 or email at [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph).

7. For wide and immediate dissemination.

  
**TOLENTINO G. AQUINO**  
Director IV

Encl.: Indicative Program  
Reference: DM-OUHROD-2025-0971  
To be indicated in the Perpetual Index  
Under the following subjects:

LEARNING AND DEVELOPMENT                      NON-TEACHING                      WORKSHOP

HRDD/jmv/RM\_RecalibrationWorkshop  
April 16, 2025





Time	Activity
<b>Day 1: April 22, 2025   Tuesday</b>	
9:00 AM - 12:00 NN	Arrival and Registration of Participants
12:00 NN - 1:00 PM	LUNCH
1:00 PM - 2:30 PM	<b>Preliminary Activities</b>
2:30 PM - 4:00 PM	<b>Presentation: BEDP 2030 and alignment of Strategic Directions of the Human Resource and Organizational Development</b>
4:00 PM - 5:00 PM	PMT Debriefing
<b>Day 2: April 23, 2025   Wednesday</b>	
8:30 AM - 9:00 AM	<b>Day 2: Preliminary Activities</b>
9:00 AM - 10:30 AM	<b>Discussion: Learning and Development System and Processes</b>
10:30 AM - 12:00 PM	<b>Discussion: Learning and Development Planning and review of the 2024 Learning and Development Plan</b>
12:00 PM - 1:00 PM	LUNCH
1:00 PM - 2:00 PM	<b>Presentation: Recommended L&amp;D Priorities from the previous years</b>
2:00 PM - 4:00 PM	<b>Activity: Finalizing the OLDP 2025 vis-à-vis OPDNTF PSF</b>
4:00 PM - 5:00 PM	Presentation of Outputs
<b>Day 3: April 24, 2025   Thursday</b>	
8:30 AM - 9:00 AM	<b>Day 3: Preliminary Activities</b>
9:00 AM - 12:00 NN	<b>Activity: Preparation of OLDP for FY 2025 per Regional Office and SDO</b>
12:00 PM - 1:00 PM	LUNCH
1:00 PM - 5:00 PM	<b>Presentation of Outputs/ Feedback Session: OLDP for FY 2025-2027 per Region</b>
<b>Day 4: April 25, 2025   Friday</b>	
8:30 AM - 9:00 AM	<b>Day 4: Preliminary Activities</b>
9:00 AM - 12:00 NN	<b>Activity: Preparation of OLDP for FY 2026-2027 per Regional Office and SDO</b>
12:00 PM - 1:00 PM	LUNCH
1:00 PM - 5:00 PM	<b>Presentation of Outputs/ Feedback Session: Critiquing of OLDP for FY 2025-2027 per Region</b>
<b>Day 4: April 26, 2025   Saturday</b>	
9:00 AM - 9:30 AM	<b>Day 5: Preliminary Activities</b>
9:30 AM - 12:00 PM	<i>[continuation]</i> <b>Presentation of Outputs/ Feedback Session: Revised OLDP for FY 2026-2027 per Region based from the recommendations of the Resource Person</b>
12:00 PM - 1:00 PM	LUNCH
1:00 PM - 3:00 PM	<b>Closing Activities: Ways Forward; Closing Message; Activity Evaluation</b>
3:00 PM onwards	<b>Departure</b>