



Republic of the Philippines  
**Department of Education**  
 Region XI  
 Schools Division of Panabo City

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-0615

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor (SGOD)  
 Chief Education Supervisor (CID)  
 Attention: Kenneth S. Deligencia, SEPS HRD

Subject: **PARTICIPATION TO THE THREE-YEAR LEARNING AND DEVELOPMENT PLAN WORKSHOP FOR NON-TEACHING PERSONNEL**

Date: November 22, 2024

Attached is Regional Memorandum HRDD-2024-265 dated October 24, 2024 re: **Participation to the Three-Year L and D Plan Workshop for Non-Teaching Personnel** on November 25-28, 2024 within Davao City. Relevant details are found in the enclosures.

The identified participant from this division is **Mr. Kenneth S. Deligencia**, SEPS HRD. He is requested to register online through <https://forms.office.com/r/277eURKfKR>

The board and lodging of the participant shall be charged against BHROD-HRDD while the travel expenses shall be charged to local funds, subject to the usual accounting, budgeting, and auditing rules and regulations.

For your guidance and compliance.

**JINKY B. FIRMAN PhD, CESO VI**  
 Schools Division Superintendent

For and in the absence of the Schools Division Superintendent

**DJHOANE C. AGUILAR**  
 Education Program Supervisor  
 Officer In-Charge

Office of the Schools Division Superintendent

**RELEASED**

**NOV 22 2024**

RECORDS SECTION - SDO PANABO CITY



Schools Division Office of Panabo City  
 City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
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Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

24-15979

October 24, 2024

REGIONAL MEMORANDUM  
 HRDD-2024-265

**PARTICIPATION TO THE THREE-YEAR L AND D PLAN WORKSHOP FOR  
 NON-TEACHING PERSONNEL**

To: Assistant Regional Director  
 Schools Division Superintendents

1. This has reference to DM-OUHROD-2024-2121, entitled **Recalibration Workshop for the 3-Year Learning and Development (L and D) Plan for Field Offices Non-Teaching Personnel**, be informed that the activity is scheduled on November 25-28, 2024 within Davao. A separate memorandum will be issued on the final venue of the activity. Relevant details are found in the enclosures. The participants of the activity are:

Participants	Position	Office
Glen L. Villonez	Education Program Supervisor	RO XI-HRDD
Mariane B. Tubo	Education Program Specialist II	RO XI-HRDD
Jasmine G. Camilotes	HRD SEPS	Davao City
Dennis C. Alcano	HRD SEPS	Davao de Oro
Romela T. Pangandoyon	HRD SEPS	Davao del Norte
Elyn L. Suprente	HRD SEPS	Davao del Sur
Winnie P. Malanas	HRD SEPS	Davao Occidental
Mary Grace Y. Mercado	HRD SEPS	Davao Oriental
Ronald B. Dedace	HRD SEPS	Digos City
Evangelina C. Bongcac	HRD SEPS	IGACOS
Jaycel P. Labrador	HRD SEPS	Mati City
<b>Kenneth S. Deligencia</b>	<b>HRD SEPS</b>	<b>Panabo City</b>
Eduard Mark A. Baustista	HRD SEPS	Tagum City

2. The accommodation of 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.

3. Immediate dissemination of this Memorandum is directed.

Encl.: As stated  
 ROH3/glv

RECORDS SECTION  
**RELEASED**

BY:

10/31/24 40386

ALLAN G. FARNAZO  
 Director IV



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Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

10.11.24

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8.22

**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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The recalibration workshop will be conducted in four (4) clusters with the following dates and venues as follows:

<b>Recalibration Workshop for the Three-Year Learning and Development Plan for Non-Teaching Personnel</b>		
<b>Participants</b>	<b>Schedule</b>	<b>Venue</b>
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 BHRD-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 BHRD-HRDD at (02) 8470-6630 or email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For your information and appropriate action.



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# Annex A: INDICATIVE PROGRAM OUTLINE

Time	Activity
<b>Day 1: November 4, 11, 18, and 25, 2024   Monday</b>	
9:00 AM-12:00 PM	Arrival and Registration of Participants
12:00 PM- 1:00 PM	LUNCH
1:00 PM- 2:30 PM	<b>Preliminary Activities</b>
2:30 PM- 4:00 PM	<b>Presentation:</b> BEDP 2030 and alignment of Strategic Directions of the Human Resource and Organizational Development
4:00 PM- 5:00 PM	PMT Debriefing
<b>Day 2: November 5, 12, 19, and 26, 2024   Tuesday</b>	
8:30 AM- 9:00 AM	<b>Day 2: Preliminary Activities</b>
9:00 AM-10:30 AM	<b>Discussion:</b> Learning and Development System and Processes
10:30 AM- 12:00 PM	<b>Discussion:</b> Learning and Development Planning and review of the 2024 Learning and Development Plan
12:00 PM- 1:00 PM	LUNCH
1:00 PM- 2:00 PM	<b>Presentation:</b> Recommended L&D Priorities
2:00 PM- 4:00 PM	<b>Activity:</b> Finalizing the OLDP 2025 vis-à-vis OPDNTF PSF
4:00 PM-5:00 PM	Presentation of Outputs
<b>Day 3: November 6, 13, 20, and 27, 2024   Wednesday</b>	
8:30 AM- 9:00 AM	<b>Day 3: Preliminary Activities</b>
9:00 AM-12:00 NN	<b>Activity:</b> Preparation of OLDP for FY 2025-2027 per Region
12:00 PM- 1:00 PM	LUNCH
1:00 PM 5:00 PM	<b>Presentation of Outputs/ Feedback Session:</b> OLDP for FY 2025-2027 per Region
<b>Day 4: November 7, 14, 21, and 28, 2024   Thursday</b>	
9:00 AM-9:30 AM	<b>Day 4: Preliminary Activities</b>
9:30 AM- 12:00 PM	[continuation] 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	<b>Closing Activities</b>
	Ways Forward
	Closing Message Activity Evaluation
3:00 PM onwards	<b>Departure</b>