



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



April 16, 2025

REGIONAL MEMORANDUM

No. 366 s. 2025

To: Schools Division Superintendents

**INVITATION FOR THE RECALIBRATION WORKSHOP
FOR THE THREE-YEAR LEARNING AND DEVELOPMENT PLAN
FOR REGIONAL OFFICES NON-TEACHING PERSONNEL**

1. In reference to DM-OUHROD-2025-0971 dated 15 April 2025 from the Office of the Undersecretary for Human Resource and Organizational Development, Wilfredo E. Cabral the field is hereby informed regarding the above-captured subject.
2. 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 April 22-26, 2025 at Privato Hotel Ortigas, 706 Shaw Boulevard, Ortigas, Pasig City.
3. Attached is the list of Participants (Enclosure 1) to the Recalibration of the Three-Year Learning and Development Plan Workshop.
4. 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.
5. This Memorandum shall likewise serve as the official travel authority document of the participants.
6. Participants are hereby advised to confirm attendance, through the forms found in this link and QR code on or before April 17, 2025:

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





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7. Please refer to the attached Memorandum for the complete details.
8. In the event of any questions or concerns, you are encouraged to reach out to Arren V. Aduan, Education Program Supervisor, HRDD-NEAP(R) at the following email address: hrdd.ncr@deped.gov.ph.
9. Immediate dissemination of this Memorandum is directed.

JOCELYN DR ANDAYA

Regional Director, NCR

Concurrent Officer-in-Charge

Office of the Assistant Secretary for Operations



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Enclosure 1:

List of Participants to the Recalibration of the Three-Year Learning and Development Plan Workshop

No.	Name	Position	Office
1	ARREN V. ADUAN	EPS	DepEd NCR - HRDD
2	CHRISTIAN JOSHUA B. GONZALES	SEPS-HRD	SDO Caloocan
3	CRYZL L. YU	SEPS-HRD	SDO Las Piñas
4	CHRISTINA P SANTOS	SEPS-HRD	SDO Makati
5	RICHELL G. CORDEVILLA	SEPS-HRD	SDO Malabon
6	JEMMELLE T. MEDINA	SEPS-HRD	SDO Mandaluyong
7	MARY ANTONETTE T. BUÑAG	SEPS-HRD	SDO Manila
8	SUNNY T. CORTES	EPS-II	SDO Marikina
9	IVY M. ROMANO	SEPS-HRD	SDO Muntinlupa
10	MARICEL C. BASAY	SEPS-HRD	SDO Navotas
11	CONCEPCION M. MACAPAGAL	EPS-II	SDO Pasay
12	JUDITH JENEA R. ZARERO	EPS-II	SDO Pasig
13	LEAH E. SUDSAKORN	SEPS-HRD	SDO Parañaque
14	ANGELYN B. MALABANAN	SEPS-HRD	SDO Quezon City
15	ANGELICA JEANE T. HANSARD	EPS-II	SDO San Juan
16	JERRIMAY A. TALAMOR	EPS-II	SDO Taguig Pateros
17	ALEA LARISE DL. DEL ROSARIO	EPS-II	SDO Valenzuela



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-0971

TO : **JOCELYN DR. ANDAYA**
*Regional Director, DepEd NCR and
Officer-In-Charge, Office of the
Assistant Secretary for Operations*

TOLENTINO G. AQUINO
Regional Director, Region I

RONNIE S. MALLARI
Regional Director, Region III

GILBERT T. SADSAD
Regional Director, Region V

FROM : **WILFREDO E. CABRAL**
*Undersecretary
Human Resource and Organizational Development*

SUBJECT : **INVITATION FOR THE RECALIBRATION WORKSHOP FOR THE
THREE-YEAR LEARNING AND DEVELOPMENT PLAN FOR
REGIONAL OFFICES NON-TEACHING PERSONNEL**

DATE : April 15, 2025

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** this April 22-26, 2025.

This L&D Planning and Recalibration workshop aims to:

1. Review and validate the previously submitted Regional Office Learning and Development Plan of Regional Offices and School Division Offices;
2. 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 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 representatives:

- Chief, RO Human Resource Development Division (HRDD)
- RO Focal person for L&D of Non-Teaching Personnel
- SDO - HRDS Senior Education Program Specialist (SEPS)

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, III*, V and NCR</i>	April 22- 26, 2025	Privato Hotel

* SDO covered: Aurora, Bataan, San Jose City, Zambales, Olongapo City, Balanga City, Nueva Ecija, Gapan City, Science City of Muñoz

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.

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 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.

Participants are hereby advised to 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>



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

For your information and appropriate action.

Annex A- INDICATIVE PROGRAM OUTLINE

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