



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM
SGOD-2025- 059

29 APR 2025

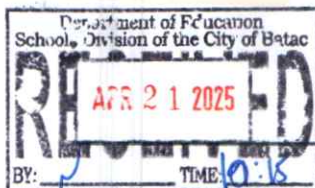
**RECALIBRATION WORKSHOP FOR THE THREE-YEAR LEARNING AND DEVELOPMENT
PLAN FOR FIELD OFFICES NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Head
All Others Concerned

1. Pursuant to the Regional Memorandum No. 536, s. 2025, the Department of Education (DepEd) through the Human Resource Development Division (HRDD), shall conduct Recalibration Workshop for the Three-Year Learning and Development Plan for Field Offices Non-Teaching Personnel at Pivato Hotel, 706 Shaw Blvd, Pasig City on April 22-26, 2025 (Tuesday-Saturday).
2. The activity 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.
3. Participant in the workshop is Mr. Mark Louie P. Duldulao the Education Program Specialist II in HRD Section.
4. It is requested that the participants shall bring their own device (e.g. laptops and extension wires) to the workshop.
5. 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.
6. This Memorandum serves as the Official Authority to Travel of identified participant.
7. Immediate dissemination of this Memorandum is desired.

ANSELMO R. ALUDINO
Schools Division Superintendent

SGOD/mlpd/OM-RecalibrationWorkshopL&DNTF
2506177/April 21, 2025



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.

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.

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
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: BEDP 2030 and alignment of Strategic Directions of the Human Resource and Organizational Development
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: Learning and Development System and Processes
10:30 AM - 12:00 PM	Discussion: 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	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	[continuation] 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: Ways Forward; Closing Message; Activity Evaluation
3:00 PM onwards	Departure