



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

February 29, 2024

REGION MEMORANDUM
HRDD-2024-015

FINALIZATION OF FY 2024 L&D PLANS FOR NON-TEACHING PERSONNEL

TO: Schools Division Superintendents
All Personnel Concerned

1. The Human Resource Development Division (HRDD) together with the Human Resource Development Section (HRDS) in the SDOs will conduct the **Finalization of FY 2024 L&D Plans for Non-Teaching Personnel** on **March 21-22, 2024** within Koronadal City.
2. The activity aims to
 - a. harmonize the previously submitted FY 2024 and the current L&D needs of employees in the RO and SDOs, and
 - b. finalize the FY 2024 Learning and Development Plan of the RO and the SDOs.
3. Participants are required to bring the following:
 - a. FY 2024 L&D Plan submitted to the CO
 - b. Recent data on development needs assessment, e.g. SIDP, LDNA Report or updated L&D Plan that can be utilized for the finalization of the L&D Plans.
4. A prework activity shall be conducted on **March 11, 2024** at 1:30 p.m. via Microsoft Teams (<https://bit.ly/3UTdZLd>). All participants (see enclosure 1) are enjoined to attend.
5. Refer to the following enclosures for further details:
 - a. Enclosure 1: List of Participants
 - b. Enclosure 2: Schedule of Activities
6. Food and accommodation shall be charged to HRDD GASS 2024 while the SDO participants' transportation and incidental expenses shall be charged against SDO MOOE or local fund subject to the usual accounting and auditing rules and regulations.
7. For information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Encl.: As stated.
Reference: None.
Allotment: HRDD GASS 2024
To be included in the Perpetual Index under the following Subjects:
PROGRAMS WORKSHOPS

DCP/HRDD/RM- FINALIZATION OF FY 2024 L&D PLANS FOR NON-TEACHING PERSONNEL/018/February 29, 2024



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Enclosure 1 to Region Memorandum HRDD-2024-015

LIST OF PARTICIPANTS

No.	Name	Position	Station/SDO
1	Emily F. Enolpe	OIC-CES	HRDD
2	Dave C. Prodigio	EPS	HRDD
3	Roger V. Suerte	EPS	HRDD
4	Henry Fritz H. Diaz	SEPS	HRDD-NEAP
5	Jodan F. Manua	EPS II	HRDD
6	Maricel B. Dignadice	EPS II	HRDD-NEAP
7	Apple John A. Satorre	EPS II	HRDD
8	Jyzyll G. Cantos	ADAS III	HRDD-NEAP
9	GV Lo B. Yoro	ADAS I	HRDD
10	QAME Representative	EPS	QAD
11	Lazaro P. Oriel	SEPS	Sultan Kudarat
12	Kevin Lloyd V. Hijastro	OIC – EPS II	Sultan Kudarat
13	Ernie P. Pama	EPS	Tacurong City
14	Janice P. Suboc	EPS II	Tacurong City
15	Abdulrahman D. Andie	SEPS	Cotabato
16	Mary Ann C. Colinares	EPS II	Cotabato
17	John Michael P. Castino	SEPS	General Santos City
18	Jennalyn S. Sison	EPS II	General Santos City
19	Perlas I. Vallez	EPS	Kidapawan City
20	Roxanne O. Anjao	EPS II	Kidapawan City
21	Maricris T. Babar	SEPS	Koronadal City
22	Mercy R. Aguillon	EPS II	Koronadal City
23	<i>To be identified</i>	SEPS	Sarangani
24	Madina P. Loguioyman	EPS II	Sarangani
25	Bert D. Labuaya	SEPS	South Cotabato
26	Arnel Bien	EPS II	South Cotabato



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Enclosure 2 to Region Memorandum HRDD-2024-015

PROGRAM OF ACTIVITIES

Date		Activity	Facilitator/Person Responsible
March 21, 2024	9:00 a.m. – 9:30 a.m.	Opening Program <ul style="list-style-type: none"> Preliminaries Acknowledgement of Participants Opening Remarks and Statement of Purpose MESSAGE 	HRDD PMT Jodan F. Manua EPS II - HRDD Emily F. Enolpe OIC-CES – HRDD Carlito D. Rocafort Director IV
	9:31 a.m. – 10:00 a.m.	Orientation on the Activity Flow (Finalization of the 2023 Office Learning Plan for Non-Teaching Personnel)	Dave C. Prodigio EPS – HRDD
	10:01 a.m. – 12:00 p.m.	Finalization of the 2024 Learning and Development Plan for Non-Teaching Personnel	HRDD PMT Participants
	12:01 p.m. – 1:00 p.m.	LUNCH BREAK	
	1:01 p.m. – 5:00 p.m.	Continuation of Finalization of the 2024 Learning and Development Plan for Non-Teaching Personnel	HRDD PMT Participants
	5:01 p.m. – 5:30 p.m.	PMT Debriefing for Day 1	HRDD PMT
	March 22, 2023	8:00 a.m. – 8:15 a.m.	Management of Learning
8:16 a.m. – 12:00 p.m.		Presentation of Finalized FY 2024 L&D Plans	HRDD PMT Participants
12:01 p.m. – 1:00 p.m.		LUNCH BREAK	
1:01 p.m. – 3:00 p.m.		Designing M&E Plan using Kirkpatrick's Model	Henry Fritz H. Diaz SEPS – HRDD-NEAP
3:01 p.m. – 5:00 p.m.		Workshop on Designing M&E Plan using Kirkpatrick's Model	Maricel B. Dignadice EPS II – HRDD-NEAP
5:01 p.m. – 5:30 p.m.		Closing Program	HRDD PMT
5:30 p.m. – 6:00 p.m.		MESSAGE PMT Debriefing for Day 2	Kathrine H. Lotilla OIC-ARD HRDD PMT