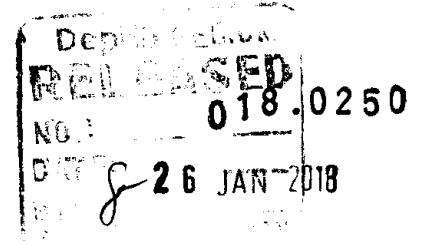




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the Schools Governance and Operations Division**  
 Capitol Area, Dumaguete City  
 www.depednegor.net | negros.oriental@deped.gov.ph | (035) 225 6180

January 26, 2018

**TRAVEL ORDER**  
 NO. 90, s. 2018



**TO :** **DR. DAN P. ALAR**  
 SEPS - HRDS

**MS. IRYLL MAE S. MACAHIG**  
 EPS II - HRDS

**OFFICE :** **SGOD Office - Division of Negros Oriental**

**PURPOSE :** **To attend 2018 Human Resource Development (HRD) Planning Conference, and Orientation-Workshop on the Learning and Development (L & D) System**

**DATE OF TRAVEL :** **January 29 - 30, 2018**

**VENUE/PLACE :** **DepEd Ecotech Center, Sudlon, Lahug, Cebu City**

**ALLOWED/CHARGED TO:** *(Division MOOE/Local Funds subject to the usual accounting and auditing rules and regulations)*

**Board & Lodging (Regional HRTD Funds)**

**Transportation/per diem & other incidental expenses**

*For:* **SALUSTIANO T. JIMENEZ, CESO VI**  
 OIC-Office of the Asst. Regional Director  
 Concurrent, Schools Division Superintendent

Ma'am Erlin / RAHEL



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



JAN 26 2018

REGIONAL MEMORANDUM  
No. 0051 s. 2018

2018 HUMAN RESOURCE DEVELOPMENT (HRD) PLANNING CONFERENCE,  
AND ORIENTATION-WORKSHOP ON THE LEARNING AND  
DEVELOPMENT (L & D) SYSTEM

To Schools Division Superintendents/OICs

1. This Office through the Human Resource and Development Division (HRDD) will conduct the 2018 Human Resource Development (HRD) Planning Conference, and Orientation-Workshop on the Learning and Development (L & D) System on January 29-30, 2018 at the DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. The objectives of the conference-workshop are as follows:
  - a. explain the critical components of the Learning and Development (L & D) system;
  - b. discuss the requirements and processes to be undertaken in the conduct of L and D activities;
  - c. evaluate the priority Division initiated L & D activities for CY 2018;
  - d. develop the 2018 Division HRD Plan; and
  - e. practice critical thinking in scheduling L & D activities for the various target groups.
3. The participants of the said activity are the HRD SEPSs and EPSs/Training Coordinators from the nineteen (19) Schools Divisions.
4. The participants are required to bring laptop, and the 2018 Division HRD Plan of Activities in MS Excel format using the template below.

2018 Division Human Resource Development (HRD) Plan

Program Title	Target Participants	Number of Participants	Financial Requirement	Target Date	Expected Outputs



5. In addition, each Schools Division is expected to prepare a ten (10) slide presentation on the 2017 HRTD Fund Utilization Report (see enclosed template).

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
 Field, Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
 414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
 Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Kanapatan ng Lahat, Pananagutan ng Lahat"

6. Expenses for board and lodging shall be charged to the **Regional HRTD Funds**. Travelling and other incidental expenses incurred by participants are chargeable against the **Division MOOE/Local Funds**, subject to the usual accounting and auditing rules and regulations.

7. For the information and compliance of all concerned.

  
**JULIET A. JERUTA**  
Director III  
Officer-In-Charge 

JAJ/ST/JLBA/mgb

