



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

05 March 2021

DIVISION MEMORANDUM
No. 078, s. 2021

**ORIENTATION-WORKSHOP ON PROJECT LEAD: A LEARNING AND
DEVELOPMENT INTERVENTION IN THE NEW NORMAL**

To: **Asst. Schools Division Superintendent**
Chief, Curriculum Implementation Division
Chief, Schools Governance & Operations Division
Human Resource Management Officer II
All Public Elementary School Heads
All Public Secondary School Heads
All Others Concerned
This Division

1. This Office through the Human Resource Development Section (HRDs), informs the field of the Orientation-Workshop on Project **LEAD** (*Learning & Engagement Adaptability towards personnel Development*): A Human Resource Development (HRD) Paradigm in the New Educational Landscape on March 26, 2021 (Friday) at McDonalds El Salvador, El Salvador City.
2. This activity aims to:
 - a. orient participants of HRD scope, roles and functions;
 - b. provide an overview of the Learning and Development (L&D) platforms of the department;
 - c. capacitate participants of basic facilitations skills;
 - d. finalize school HRD plan aligned to NEAP's objectives.
3. Participants of the aforementioned activity are as follows:
 - a. School HRD Coordinators -Elementary, JHS and SHS (Total 26)
 - b. School Heads- Elementary, JHS and SHS (Total 26)
 - c. Representatives from Personnel Unit-2
 - d. Speakers- (4)
 - e. Technical Working Group & Medical Responder





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4. Participants are therefore directed to bring laptop and their existing HRD plan for the workshop (*Please see Enclosure 1 for the sample template*).
5. Kindly submit the official list of participants from your respective schools/office through karenrose.serrania@deped.gov.ph on or before March 12, 2021.
6. Moreover, this L&D initiative adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
7. For dissemination, guidance and strict compliance.

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

SGOD/KRAS/hrd

HRD

LEARNING & DEVELOPMENT





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Name of School

Human Resource Learning & Development Plan for SY 2021-2023

A. Rationale:

B. General Objective/s:

C. Success Indicator/s:

D. HRD-L&D Plan

Needs/Gaps	Interventions (PAPs) / L&D Intervention	Three Year Target			Status of Implementation	Financial Target for Year 1	Level of Assistance Needed(Please specify)
		2021	2022	2023			

E. School Monitoring and Evaluation Mechanism:

Prepared by:

School HRD Coordinator

Noted:

School Head

