



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

**Office of the Schools  
Division Superintendent**


08 July 2022

DIVISION MEMORANDUM  
No. 294, s. 2022

**WORKFORCE PLANNING WITH CAREER DEVELOPMENT  
AND SUCCESSION MANAGEMENT**

To: **OIC, Asst. Schools Division Superintendent**  
**KAREN ROSE A. SERRANIA, Senior Education Program Specialist**  
**MEROGIM P. MUGOT, Education Program Specialist/SIC**  
**All Others Concerned**  
*This Division*

1. Regarding the Civil Service Communication dated July 7, 2022 on **Workforce Planning with Career Development and Succession Management**, the participants are hereby directed to join this online training on July 11, 13, 15, 19, 21, 25, 27, 29, 2022, from 9:00 a.m. to 12 noon via Online Platform.
2. Further, this Office shall adhere to Equal Opportunity Principle (EOP). 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.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent

Encl: As stated  
Reference: Regional Memorandum 33, s. 2022  
To be indicated in the Perpetual Index  
under the following subjects:

TRAINING PROGRAMS

SGOD/HRD/MPM



Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Tel. No. (088) 555-0475 | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



## WORKFORCE PLANNING WITH CAREER DEVELOPMENT AND SUCCESSION MANAGEMENT

Dear Participant,

The Civil Service Institute welcomes you to the Workforce Planning with Career Development and Succession Management Online Course, to be conducted on July 11, 13, 15, 19, 21, 25, 27, and 29, 2022, from 9:00 a.m. to 12:00 noon. The following information will provide you valuable reference and guide for your convenience and active participation in this undertaking:

### SESSION LINK

Please be at the online platform by 8:45 a.m. during the scheduled sessions. Sessions will promptly start at 9:00 a.m.. Your attendance all throughout the 8-day online event and active participation are highly valued. For all the sessions, you may join via Zoom application through the link below.

<https://zoom.us/j/98699802273?pwd=UGJLSEllc0U0Qj8vbUNWTEtvLytFQT09>

Meeting ID: 986 9980 2273

Passcode: 757242

Please note that the User ID and Passcode can be accessed only at least 30 minutes before the scheduled sessions. When entering the meeting room, kindly use this format : **Agency Name\_ Participant Name** (Surname, Given Name, MI). Numeric characters, gadget brand names, or other names not included in the official list will not be admitted in the Zoom Meeting Room. Please do not share this link to anyone. Only the participants whose names are in the official list shall be admitted in the Zoom meeting room. Double accounts or devices shall not be allowed.

### WORKSHOP MATERIALS

We will be sending the workshop materials one day prior to each scheduled session. Once you receive the Google Drive Link, please go over the e-Files that we provided prior to the sessions. Link to the materials for Day 1 will be available on July 8, 2022. If there are questionnaires or pre-work, kindly accomplish them beforehand and have them handy during the session.

### EXPECTED OUTPUTS

This course is intended for all HRMOs/HRMPs, and Managers of at least Division Chief level. All participants are required to answer the Process Questions after each module and submit their outputs for every session on or before 3 p.m. of the same day. The final output which are: a Draft Workforce Plan and an Action Plan should be submitted to the CSI on or before 5 p.m. of August 1, 2022.

### CERTIFICATE OF COMPLETION

A Certificate of Completion (COC) with credit of 24 training hours in Leadership and Management will be given **only to participants who have been present during the entire 8-day Course and ALL training requirements**, such as Submission of Pre and Post Tests, Level 1 Evaluation, acceptable Outputs per Module, Draft Workforce Plan, and Action Plan, **have been complied with**.

### CONTACT PERSON

For course-related concerns, please contact Ms. Joie P. Agustin, CSC-CSI Course Administrator at email address: [wfp.csi2022@gmail.com](mailto:wfp.csi2022@gmail.com) . Please keep your lines and email accounts open for updates or announcements pertaining to the conduct thru email and/or text messages.

Thank you and we look forward to see you in the Workforce Planning with Career Development and Succession Management Online Course!

Bawat Kawani, Lingkod Bayani