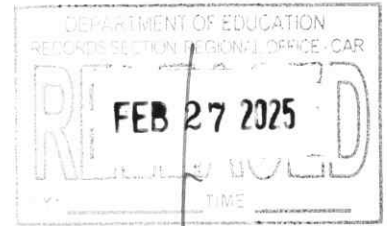




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



27 February 2025

**REGIONAL MEMORANDUM**

No. **148-2025**

**SUBMISSION OF FY 2025 HUMAN RESOURCE DEVELOPMENT (HRD) PLAN**

To: All Schools Division Superintendents  
All Other Concerned  
All Divisions

1. Pursuant to DepEd Memorandum No. 002, s. 2015, titled "*Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS)*," and DO No. 32, s. 2011, titled "*Policies and Guidelines on Training and Development (T&D) Programs and Activities*," this Office, through the Human Resource Development Division (HRDD), requires all SDOs to submit their **2025 HRD Plan** before **March 6, 2025**.
2. This submission shall provide strategic direction in operationalizing the HRD system in the RO, SDO and schools.
3. In this connection, School Governance and Operation Chiefs and HRD personnel of all SDOs shall facilitate the submission of the following:
  - a. Consolidated and analyzed IPDPs (IPDP Summary);
  - b. Appropriate learning and development interventions per identified need (Office Learning Plan);
  - c. Identified priorities: common needs per competency to be addressed by the SDO (Strategic Plan);
  - d. Identified priorities for in-house trainings (Annual Training Plan);
  - e. Aligned HRD programs/ projects/ activities covering Professional Development; Induction Program; Rewards and Recognition; Performance Management; and Employee Welfare are aligned with the 5-point reform agenda (Annual Implementation Plan template); and
  - f. Prepared monitoring checklist for all HRD planned PPAs.
4. To ensure a smooth and harmonized consolidation of the HRD Plan, SGOD-HRD SEPS/EPS II must follow these steps:
  - a. Download the templates (Enclosure 1) from <https://tinyurl.com/carHRDplan2025>;
  - b. Fill out the template and upload the editable version of the filled-out HRD Plan to <https://tinyurl.com/editHRDplan> before **March 6, 2025**;
  - c. Upload the final signed copy to <https://tinyurl.com/signedHRDplan2025> not later than **March 15, 2025** to complete the submission process.
5. Should there be queries and/or clarifications, please contact Rosita C. Agnasi, OIC-HRDD or Laureen Likigan, SEPS-HRDD through email address at [car.hrdd@deped.gov.ph](mailto:car.hrdd@deped.gov.ph).
6. Immediate dissemination of and compliance to this Memorandum is directed.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director

HRDD/RCA - LbL - RM - Submission of 2025 HRD Plans  
February 27, 2025



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Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)  
f DepEd Tayo Cordillera <https://depedcar.ph>



### HRD Plan Templates

#### A. IPDP SUMMARY

Employee Name	Office Division/Unit	Potential Areas to Develop / Explore / Enhance	Performance Goal or Target Competency	Method / Activity to Achieve Goal	Timeline	Expected Results	Success Indicator	Related Trainings

#### B. OFFICE LEARNING PLAN 2025

Office	Job Group	Title of Activity/ Performance Objective	Learning Objective	Learning Modality	Enablers	Priority Competencies Per Year

#### C. HRD Strategic Plan

PROGRAM/ PROJECT	ACTIVITY	Performance Indicator	Baseline	TARGETS		
				Y1	Y2	Y3
A. Public School Leaders (Regional Directors and Assistant Regional Directors, SDSs, ASDSs, Chief Education Supervisors)						
B. Supervisors (Public Schools District Supervisors, Education Program Supervisors)						
C. School Heads (Head Teachers, Department Heads)						
D. Public School Teachers (Elementary and Secondary Levels)						
E. DepEd Non-Teaching Personnel						

**D. TRAINING PLAN**

No	Title	Rationale / Objectives	Participant	Target No. of Pax	Venue	Target Date

**E. ANNUAL IMPLEMENTATION PLAN 2025**

Programs/ Projects	Activity	Activity output	Target		Timeframe											
			Phy sical	Fina ncial	J	F	M	A	M	J	J	A	S	O	N	D

Prepared by:

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 HRD SEPS/ EPS U|II

Recommending Approval:

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 SGOD SEPS

Approved by:

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 SDO SDS