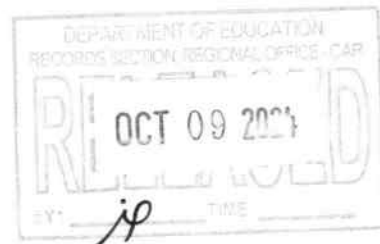




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



07 October 2024

**REGIONAL MEMORANDUM**

No. 107.2024

**CONDUCT OF PROFESSIONAL DEVELOPMENT ACTIVITIES  
FOR NON-TEACHING PERSONNEL**

To: Assistant Regional Director  
All Schools Division Superintendents  
All Regional Functional Division Chiefs  
All Others Concerned

1. Pursuant to DM-OUHROD-2024-1500 dated 06 August 2024 from the Undersecretary for Human Resource and Organizational Development and Administration, this Office through the Human Resource Development Division (HRDD) shall conduct the **FY 2024 Professional Development Activities for Non-Teaching Personnel (Enclosure 1)** to address the common professional development needs as reflected in the FY 2023 Individual Professional Development Plan (IPDP).
2. In this connection, identified participants (Enclosure 2) shall confirm attendance via <https://tinyurl.com/NTconfCAR> **before October 9, 2024**. Personnel who may have failed to indicate the PD needs in their IPDP are advised to coordinate with the HRDD for possible available slots.
3. Participants shall be required to submit all training outputs by the third day and apply the acquired learning and development knowledge in the workplace in accordance with the training standards outlined in the Indicative Activity Matrix (Enclosure 3).
4. In addition, immediate supervisors of participants must ensure that tasks are properly delegated to ensure continuous operation of the office during the activity.
5. Should there be queries and/or clarifications, please contact Rosita 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 strict compliance with this Memorandum is desired.

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

HRDD/RCA/RM - Conduct of Professional Activities for Non Teaching Personnel  
October 7, 2024



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DepEd Tayo Cordillera



<https://depedcar.ph>



**FY 2024 Professional Development Activities for Non-Teaching Personnel**

<b>Activity</b>	<b>Date</b>	<b>Venue</b>	<b>Objectives</b>
1: Data Analysis for Continuous Improvement (RO)	Batch 1 November 26-28  Batch 2 December 11-13	Baguio City	<ul style="list-style-type: none"> <li>• Conduct a detailed SWOT analysis focused on their key result areas;</li> <li>• Identify risks and opportunities within their office processes; and</li> <li>• Utilize the appropriate analysis tool per data set</li> </ul>
2: Supervisory Development Course and Project Planning & Implementation (RO)	December 2-4		<ul style="list-style-type: none"> <li>• Empower individuals with the skills and mindset needed to excel in supervisory roles</li> <li>• Develop a plan that includes clear timelines, resource allocations, and responsibilities.</li> <li>• Choose project management techniques to ensure successful implementation of the plan.</li> </ul>
3: Communications Skills Training (Stage 1) (RO & SDO)	October 15-17		<ul style="list-style-type: none"> <li>• Develop clear and effective communication skills.</li> <li>• Improve collaboration through active listening and feedback.</li> <li>• Apply communication strategies in professional settings.</li> </ul>
4: Innovation and ICT Skills (RO)	November 13-15		<ul style="list-style-type: none"> <li>• Propose innovative solutions tailored to their department's needs through an Innovation Project Proposal.</li> <li>• Utilize ICT tools to support the implementation of these innovative practices.</li> </ul>
5: Financial Management and Reporting (RO & SDO)	November 19-21		<ul style="list-style-type: none"> <li>• Accurately complete accounting reports and forms, utilizing advanced spreadsheet and accounting functions.</li> <li>• Ensure that financial management practices are aligned with organizational goals, leading to more efficient resource allocation and reporting.</li> </ul>
Payment of Registration Fees for External Learning Service Providers (Nurses, Dentists, Accountants, Engineers, ITOs, Other Unique Career Groups)	October – December 2024	TBA/ Per invitation/ offering of external learning service provider	<ul style="list-style-type: none"> <li>• Address the unique training needs of personnel per distinct KRA/ job description/ assigned tasks</li> <li>• Subject to alignment to KRA and WAP commitment</li> </ul>

**List of Participants**

**A. Data Analysis for Continuous Improvement**

**QMR**

1. Sasha Joseph Daganos
2. Ethielyn Taqued
3. Leonardo Aquino
4. Florence Balictan
6. Romulo Basa
7. Ester Gallotan

**RMT:**

8. Clemente Bandao
9. Janelle S. Dogao
10. Fremalyn Paclos
11. Dalton teliao
12. Crisanta Pantaleon
13. Janet Ambucay
14. Cristopher Hadsan
15. Rose Melody Flores
16. Jaymaril Pacito

**KMT**

17. Edgar Madlaing
18. Daisy Eswat
19. Clinton Bugtong
20. Manilyn Botilas
21. Rushel Minong
22. Lilia Banawe
23. Angelique Fermin
24. Eric Marvin Urmaza
25. Dwayne Ryland Colas
26. Dumas Aban
27. Purita Delos Santos
28. Edralyn Ganga
29. Winnie Joy Jose
30. Jeremy Kermit Padilla
31. Diane Joaquin
32. Margaret Gomeyac
33. Evangeline Malag
34. Warly E. Kindiawan
35. Jefferson Villena
36. Melandro Payang
37. Jose Lorenzo Cobarrubias
38. Janette Payang
39. Dawny Beth Polon
40. Letecia Ramos
41. Carl Elton Temporal
42. Glenn Papa
43. Manilyn Botilas

**IOA**

44. Atty. Vanessa B. Flora
45. Jonalyn Ambrona
46. Elizabeth Kial
47. Emmanuela Gabol
48. Marvin John C. Flores
49. Raymond Damoslog
50. Joanne Bumanghat
51. May Claire Jimenez
52. Jumar Yago-an
53. Atty. Edward Magalalit

54. Vandolph Flora
  55. Eleonora Albidas
  56. Elena Tawana
- TAT**
57. Jennifer P. Ande
  58. Rosita C. Agnasi
  59. Nover Keithley Mente
  60. Laureen B. Likigan
  61. Cyrille Gaye Miranda
  62. Elvernice Fanged
- QWT**
63. Maksim Botilas
  64. Georgina Ducayso
  65. Corazon Also
  66. Benjamin Dio-al
  67. Edgar Vicente
  68. Margie B. Gardingan

**Other RO Personnel (For Confirmation)**

69. Alice Bodong
70. Ariane Binaliw
71. Cristina Paquit
72. Erniely Godoy
73. Eugene Aquino
74. Febra Gatawa
75. Fely Badival
76. Grace Dampulay
77. Jennelyn Kitongan
78. Johanne Joshua Dumo
79. Joseph Bañares
80. Laarni Benjok
81. Lena Alinao
82. Mariane Wanson
83. Marissa Soc-a
84. Mary Mendoza
85. Rogelia Rique
86. Ruby Balag-ey
87. Sandra Tarem
88. Tomasa Pis-o
89. Ton Gabino
90. Valentina Conchita Balura

**B. Supervisory Development Course and Project Planning & Implementation**

1. Atty. Vanessa B. Flora
2. Cornelia D. Adaci Dulnuan
3. Crisanta Pantaleon
4. Cristina L. Paquit
5. Cyrille Gaye B. Miranda
6. Daisy P. Eswat
7. Diane B. Joaquin
8. Dr. Raymond Damoslog
9. Elena C. Tawana
10. Eleonora A. Albidas
11. Engr. Christopher B. Hadsan
12. Erniely Godoy
13. Evangeline P. Malag

8 Non-Teaching Personnel nominated by the SDOs with target innovation project: 1 per SDO (for confirmation)

**B. Supervisory Development Course and Project Planning & Implementation (cont.)**

14. Fremalyn Paclos
15. Janet Ambucay
16. Joane S. Bumanghat
17. Jumar B. Yago-an
18. Maksim A. Botilas
19. Margaret C. Gomeyac
20. Mariane B. Wanson
21. Marites A. Calica
22. Mayclaire A. Jimenez
23. Melandro Payang
24. Randolph Flynn B. Daculog
25. Vandolph B. Flora
26. Warly E. Kindiawan

8 Newly promoted/ hired Non-Teaching section/ unit head: 1 per SDO (for confirmation)

**C. Communications Skills Training (Stage 1)**

**1-10:** Newly Hired RO Non-Teaching Personnel without any Communication Skills Training

**11-26:** Newly Hired Non-Teaching Personnel without any Communication Skills Training, 2 per SDO

**D. Innovation and ICT Skills**

1. Aban, Dumas
2. Albidas, Eleonora
3. Banawe, Lilia
4. Balag-Ey, Ruby
5. Bodong, Alice
6. Bumanghat, Joane
7. Calica, Marites
8. Cobarrubias, Jose
9. Colas, Dwayne
10. Eswat, Daisy
11. Fermin, Angelique
12. Flores, Marvin John
13. Gabol, Emmanuela
14. Gomeyac, Margaret
15. Jimenez, Mayclaire
16. Joaquin, Diane
17. Kindiawan, Warly
18. Malag, Evangeline
19. Minong, Rushel
20. Payang, Janette
21. Rique, Rogelia
22. Tarem, Sandra
23. Tawanna, Elena
24. Villena, Jefferson
25. Wanson, Mariane
26. Kial, Elizabeth

**Finance Personnel Training**  
(For Confirmation)

Non-Teaching Personnel in the SDOs/ schools with the following qualifications:

- Graduate of degree not related to accounting/ financial/ business management/ entrepreneurial courses;
- Performing accounting/ budgeting/ auditing tasks;
- Have not attended any accounting/ budgeting/ auditing training in the current year.

**\*TWG FOR THE SERIES OF ACTIVITIES:**

1. Rosita C. Agnasi
2. Laureen B. Likigan/ Elvernice S. Fanged
3. Marvin John C. Flores/ Jefferson A. Villena
4. Resource Speakers

### Activity Matrix

D a y	Session No.	Duration	Topic	Session Objectives	Methodology	Outputs	Resource Speaker
A. Data Analysis for Continuous Improvement							
1	1	1.5 hours	Introduction to Data Types and Visualization	Understand different types of data and the appropriate visualization techniques for each type.	<b>Activity:</b> Identify and categorize data types from sample datasets. <b>Analysis:</b> Discuss challenges and best practices for visualizing data. <b>Abstraction:</b> Review theory on data types and visualizations. <b>Application:</b> Create visualizations for different data types.	Categorized data types with appropriate visualizations.	
	2	2 hours	Designing Effective Charts and Graphs	Learn how to design and select the most effective charts and graphs for various data presentations.	<b>Activity:</b> Examine examples of good and bad chart designs. <b>Analysis:</b> Discuss effective chart design principles. <b>Abstraction:</b> Study guidelines for clear chart creation. <b>Application:</b> Design charts for sample datasets.	Created charts and graphs based on design principles.	
	3	2 hours	Data Analysis Techniques	Apply data analysis techniques to interpret and present data effectively.	<b>Activity:</b> Perform data analysis using sample data. <b>Analysis:</b> Evaluate analysis techniques and their outcomes. <b>Abstraction:</b> Learn about different analysis methods and their applications. <b>Application:</b> Apply techniques to interpret data and make recommendations.	Data analysis reports and visualizations with recommendations.	
2	4	1.5 hours	Introduction to SWOT Analysis	Understand the 10 levels of SWOT analysis and their relevance in identifying QMS opportunities and risks.	<b>Activity:</b> Review a case study and identify elements related to each of the 10 levels. <b>Analysis:</b> Discuss the impact of each level on QMS. <b>Abstraction:</b> Link theoretical concepts with practical examples. <b>Application:</b> Analyze a sample QMS using the 10 levels framework.	Overview of SWOT analysis using the 10 levels framework.	

D a y	Session No.	Duration	Topic	Session Objectives	Methodology	Outputs	Resource Speaker
	5	2 hours	Analysis Levels	Analyze the first five levels of SWOT in the context of QMS to identify opportunities and risks.	<b>Activity:</b> Break into groups to assess each level of a provided QMS case study. <b>Analysis:</b> Share findings and discuss the implications of each level. <b>Abstraction:</b> Apply knowledge to map opportunities and risks. <b>Application:</b> Create SWOT matrices for identified levels.	SWOT matrices for Levels 1-5 of the QMS.	
	6	2 hours	Analysis Levels (continuation)	Analyze the remaining five levels of SWOT in the context of QMS to identify opportunities and risks.	<b>Activity:</b> Analyze the remaining levels for the same case study. <b>Analysis:</b> Discuss the impact and relevance of each level on QMS. <b>Abstraction:</b> Integrate findings with overall SWOT analysis. <b>Application:</b> Finalize the SWOT analysis and risk/opportunity registry.	Completed SWOT analysis for Levels 6-10 and updated risk/opportunity registry.	
3	7	1 hour	Introduction to Risk and Opportunity Registry	Understand the purpose and components of a Risk and Opportunity Registry and its role in QMS.	<b>Activity:</b> Review a sample Risk and Opportunity Registry. <b>Analysis:</b> Discuss the key components and their importance. <b>Abstraction:</b> Relate registry components to QMS objectives. <b>Application:</b> Draft a basic Risk and Opportunity Registry for a sample scenario.	Basic Risk and Opportunity Registry draft.	
	8	1.5 hours	Developing Risk and Opportunity Entries	Learn how to identify, evaluate, and document risks and opportunities.	<b>Activity:</b> Work in groups to identify and evaluate risks and opportunities based on provided scenarios. <b>Analysis:</b> Present findings and discuss evaluation methods. <b>Abstraction:</b> Review best practices for documenting entries. <b>Application:</b> Complete entries for a sample registry.	Completed entries for a Risk and Opportunity Registry.	



Day	Session No.	Duration	Topic	Session Objectives	Methodology	Outputs	Resource Speaker
	9	1.5 hours	Monitoring and Updating the Registry	Understand the methods for monitoring risks and opportunities and updating the registry.	<b>Activity:</b> Analyze a case study to determine monitoring strategies. <b>Abstraction:</b> Learn about tools and methods for effective monitoring. <b>Application:</b> Develop a monitoring plan and update schedule for the sample registry.	Monitoring plan and update schedule for the Risk and Opportunity Registry.	
B. Supervisory Development Course and Project Planning & Implementation							
Day 1-2							
Civil Service Commission – CAR							
3	1	1.5 hours	Introduction to Project Planning	Understand the fundamentals of project planning and management.	<b>Activity:</b> Discuss the definition and importance of project planning. <b>Analysis:</b> Review key project planning processes. <b>Abstraction:</b> Compare with existing knowledge of planning. <b>Application:</b> Identify key components in a sample project plan.	Overview of project planning processes.	
	2	2 hours	Developing a Project Plan	Learn how to create a detailed project plan including timelines, resources, and responsibilities.	<b>Activity:</b> Create a sample project plan including scope, objectives, and timelines. <b>Analysis:</b> Review and discuss sample plans. <b>Abstraction:</b> Link to real-world project plans. <b>Application:</b> Develop a project plan for a given scenario.	Detailed project plan (scope, objectives, timelines).	
	3	2 hours	Project Scheduling and Timeline Management	Master techniques for creating and managing project timelines.	<b>Activity:</b> Use Gantt charts and critical path method to schedule a project. <b>Analysis:</b> Compare schedules from different projects. <b>Abstraction:</b> Apply theoretical concepts to project scheduling. <b>Application:</b> Create and manage a project timeline.	Project timeline and Gantt chart.	

D a y	Session No.	Duration	Topic	Session Objectives	Methodology	Outputs	Resource Speaker
	7	1.5 hours	Leadershi p and Unit/ Section Managem ent	Develop skills in leading teams and managing people effectively.	<b>Activity:</b> Role-play leadership scenarios and discuss team dynamics. <b>Analysis:</b> Review leadership styles and their impact. <b>Abstraction:</b> Link to leadership theories. <b>Application:</b> Apply leadership skills to a project team.	Leadership and team management strategies.	
	8	1.5 hours	Effective Communi cation in Unit/ Section	Enhance communication skills for project success.	<b>Activity:</b> Practice communication strategies and stakeholder engagement. <b>Analysis:</b> Evaluate communication effectiveness. <b>Abstraction:</b> Apply communication theories to Unit/ Section scenarios. <b>Application:</b> Develop a communication plan for a Unit/ Section	Communicatio n plan and practice sessions.	
	9	1.5 hours	Monitorin g and Evaluatin g Unit/ Section Performa nce	Learn how to monitor and evaluate project performance.	<b>Activity:</b> Develop performance indicators and evaluate Unit/ Section progress. <b>Analysis:</b> Review performance measurement techniques. <b>Abstraction:</b> Relate performance monitoring to management models. <b>Application:</b> Create a performance evaluation plan.	Performance indicators and evaluation plan.	
	10	1 hour	Closure and Evaluatio n	Understand the processes for closing a project and evaluating its success.	<b>Activity:</b> Conduct a project closure and post-activity review. <b>Analysis:</b> Discuss closure procedures and lessons learned. <b>Abstraction:</b> Relate to project closure theories. <b>Application:</b> Prepare a project closure report.	Project closure report and lessons learned.	
C. Communications Skills Training (Stage 1)							
1	1	1 hour	Introducti on to Effective Communi cation	Understand the principles of effective oral and written communication.	<b>Activity:</b> Discuss the key elements of effective communication. <b>Analysis:</b> Review examples of effective and ineffective communication. <b>Abstraction:</b> Relate principles to real-world scenarios. <b>Application:</b> Identify strengths and weaknesses in personal communication.	Overview of effective communicatio n principles.	



D a y	Session No.	Duration	Topic	Session Objectives	Methodology	Outputs	Resource Speaker
	2	2 hours	Writing Scripts for Activities	Learn to write clear and engaging scripts for activities.	<b>Activity:</b> Write scripts for assigned activities. <b>Analysis:</b> Critique sample scripts and discuss best practices. <b>Abstraction:</b> Compare scripts with professional standards. <b>Application:</b> Develop and refine scripts based on feedback.	Completed scripts for assigned activities.	
	3	1.5 hours	Drafting Professional Correspondence	Develop skills in drafting correspondence that adheres to professional standards.	<b>Activity:</b> Draft sample correspondence (e.g., memos, letters). <b>Analysis:</b> Review and edit sample correspondence for clarity and professionalism. <b>Abstraction:</b> Apply professional communication standards to drafts. <b>Application:</b> Finalize correspondence based on feedback.	Sample correspondence adhering to professional standards.	
2	4	1.5 hours	Verbal Communication Skills	Enhance verbal communication skills for clear and impactful delivery.	<b>Activity:</b> Participate in role-playing exercises to practice verbal communication. <b>Analysis:</b> Discuss verbal communication strategies and their effectiveness. <b>Abstraction:</b> Relate verbal communication techniques to real-life situations. <b>Application:</b> Practice and refine verbal communication skills.	Role-play scenarios demonstrating effective verbal communication.	
	5	1.5 hours	Managing Interpersonal Communication	Learn to manage interpersonal communication and improve collaboration within teams.	<b>Activity:</b> Engage in group discussions and problem-solving exercises. <b>Analysis:</b> Reflect on group interactions and communication dynamics. <b>Abstraction:</b> Apply theories of interpersonal communication to team scenarios. <b>Application:</b> Develop strategies for improving team communication.	Strategies for managing interpersonal communication.	
	6	2 hours	Presentation Skills	Develop skills for delivering clear and impactful presentations.	<b>Activity:</b> Prepare and deliver a short presentation on a given topic. <b>Analysis:</b> Review and critique presentation techniques. <b>Abstraction:</b> Relate presentation skills to professional standards. <b>Application:</b> Refine presentation skills based on feedback.	Completed presentations with feedback.	

D a y	Session No.	Duration	Topic	Session Objectives	Methodology	Outputs	Resource Speaker
3	7	1.5 hours	Effective Listening and Feedback	Understand the role of active listening and providing constructive feedback in communication.	<b>Activity:</b> Participate in exercises to practice active listening and feedback. <b>Analysis:</b> Discuss the impact of listening and feedback on communication. <b>Abstraction:</b> Relate active listening and feedback to professional interactions. <b>Application:</b> Implement listening and feedback techniques in real-world scenarios.	Active listening and feedback practice sessions.	
	8	1.5 hours	Communi- cation in Profession- al Settings	Apply communication skills to professional scenarios and manage stakeholder interactions effectively.	<b>Activity:</b> Role-play scenarios involving professional communication. <b>Abstraction:</b> Apply communication theories to stakeholder interactions. <b>Analysis:</b> Reflect on communication effectiveness in various professional settings. <b>Application:</b> Develop a workplace application plan for improved communication.	Workplace application plan.	
	9	1 hour	Review and Feedback on Communi- cation Skills	Review and consolidate learning, and receive feedback on communication skills.	<b>Activity:</b> Present scripts and correspondence developed, and discuss feedback. <b>Analysis:</b> Reflect on feedback and learning experiences. <b>Abstraction:</b> Relate feedback to overall communication improvement. <b>Application:</b> Incorporate feedback into ongoing communication practices.	Finalized scripts, correspondence, and feedback.	
D. Innovation and ICT Skills							
1	1	1.5 hours	Introduc- tion to Innovatio- n in the Workplac- e	Understand key principles of innovation and its relevance to departmental functions.	<b>Activity:</b> Discuss examples of innovative practices in various organizations. <b>Analysis:</b> Review case studies highlighting successful innovations. <b>Abstraction:</b> Connect principles to departmental needs. <b>Application:</b> Identify areas for potential innovation within departments.	Overview of innovative principles and potential applications.	

D a y	Session No.	Duration	Topic	Session Objectives	Methodology	Outputs	Resource Speaker
	2	2 hours	Drafting an Action Plan for Innovation	Develop an action plan outlining innovative practices aligned with the Innovation Policy.	<b>Activity:</b> Work in groups to draft action plans based on departmental needs. <b>Analysis:</b> Evaluate and refine action plans through peer reviews. <b>Abstraction:</b> Relate action plan components to best practices in innovation. <b>Application:</b> Finalize and present action plans for feedback.	Completed action plans for innovative practices.	
	3	1.5 hours	Proposing Innovative Solutions	Create and propose innovative solutions tailored to departmental needs through an Innovation Project Proposal.	<b>Activity:</b> Draft and present innovation project proposals. <b>Analysis:</b> Critique and discuss proposals in peer review sessions. <b>Abstraction:</b> Align proposals with the Innovation Policy and departmental objectives. <b>Application:</b> Refine proposals based on feedback.	Innovation Project Proposals.	
2	4	2 hours	ICT Skills for Enhanced Data Management	Create an automated Excel spreadsheet customized to departmental workflows.	<b>Activity:</b> Develop an automated Excel spreadsheet with sample data. <b>Analysis:</b> Review and troubleshoot spreadsheets for functionality. <b>Abstraction:</b> Apply Excel features to streamline data management tasks. <b>Application:</b> Present and implement spreadsheets in real-world scenarios.	Automated Excel spreadsheets demonstrating enhanced ICT skills.	
	5	1.5 hours	Applying Innovative Practices	Utilize ICT tools to support the implementation of innovative practices in the department.	<b>Activity:</b> Integrate ICT tools into proposed innovative practices. <b>Analysis:</b> Evaluate the effectiveness of ICT tools in supporting innovation. <b>Abstraction:</b> Relate ICT tool functionalities to innovation objectives. <b>Application:</b> Develop a plan for using ICT tools in innovation.	Integration plan for ICT tools in innovative practices.	

<b>D a y</b>	<b>Session No.</b>	<b>Duration</b>	<b>Topic</b>	<b>Session Objectives</b>	<b>Methodology</b>	<b>Outputs</b>	<b>Resource Speaker</b>
3	6	1.5 hours	Creative Problem-Solving and Resourcefulness	Foster creative thinking and problem-solving to address departmental challenges.	<b>Activity:</b> Engage in brainstorming and problem-solving exercises. <b>Analysis:</b> Reflect on the effectiveness of different problem-solving approaches. <b>Abstraction:</b> Relate creative solutions to departmental needs and challenges. <b>Application:</b> Develop and present solutions for departmental issues.	Creative solutions and problem-solving strategies.	
	7	2 hours	Review and Feedback on Innovative Solutions	Review and consolidate learning on innovation and ICT tools, and receive feedback on proposed solutions.	<b>Activity:</b> Present final innovation projects and automated spreadsheets. <b>Analysis:</b> Discuss feedback on proposals and spreadsheets. <b>Abstraction:</b> Relate feedback to overall innovation and ICT implementation strategies. <b>Application:</b> Incorporate feedback into final projects and plans.	Finalized innovation projects and ICT tools implementation plans.	