



Reference No. 2023- 43
October 23, 2023

MEMORANDUM FROM THE DIRECTOR

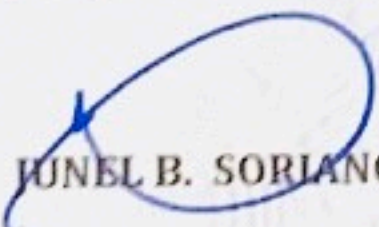
TO : JUDE RAY P. LAGUNA
Head, HRMS

SUBJECT : SUBMISSION OF LEARNING AND DEVELOPMENT (L&D) PLAN
FOR 2024

To enable us to create a systematic learning and development programs and to equip our workforce with the necessary competencies and further improve the overall performance of the bureau, you are hereby directed to submit a list of priority for L&D activities by division for the CY 2024 on or before November 6, 2023.

Relative to this, you are hereby instructed to coordinate with respective heads of implementing units to inquire and solicit their planned list of priority for L&D activities, ensuring that the participation of the concerned employees must be in accordance with the level of their skills and competence.

For your strict compliance.


JUNEL B. SORIANO, PhD