



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL RESEARCH**  
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1104

Ref. No. 2022- 05- 52

May 16, 2022

## MEMORANDUM FROM THE DIRECTOR

TO : ALL BAR EMPLOYEES

SUBJECT : SUBMISSION OF LEARNING APPLICATION PLAN

This is with reference to the DA Memorandum Order No. 29, s. 2018, which states that all official or employee who attended a Learning and Development (L&D) intervention outside the Department shall submit to the Head of Office a Learning Application Plan (LAP) within five (5) days after attending such L&D intervention.

All BAR personnel who will attend a L&D intervention shall submit to the Office of the Director through the Office of the Assistant Director-designate for Research Support Services and Human Resource Management Unit an LAP within five (5) days after attending such L&D intervention using the form attached herein as Annex A. Furthermore, this shall also apply retroactively to L&D interventions attended by employees starting January 1, 2022. Thus, all LAP for L&D intervention attended from January 1, 2022 to May 13, 2022 shall be submitted on or before May 31, 2022.

This Memorandum shall take effect immediately and shall remain in force unless revoked in writing. All other orders or memoranda inconsistent herewith are deemed revoked.

For your information, guidance and strict compliance.

**JUNEL B. SORIANO, Ph. D**  
Director



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Republic of the Philippines  
 DEPARTMENT OF AGRICULTURE  
*Office of the Secretary*  
 HUMAN RESOURCE DEVELOPMENT DIVISION

KAGAWARAN NG PAGSASAKA  
*Tanggapan ng Kalihim*  
 SANGAY NG PAGPAPAUNLAD NG KAKAYAHANG PANTAO

**LEARNING APPLICATION PLAN MONITORING FORM**  
 (PORMULARYO SA PAGMOMONITOR NG PAGPAPAIRAL NG PANUKALA NG KASANAYAN)

Name of Office (*Pangalan ng Opisina*): \_\_\_\_\_

Authorized Official/Position (*Opisyal na Nagtitibay/Katungkulan*): \_\_\_\_\_

Name of Attendee/s ( <i>Pangalan ng Nagasany</i> )	Position ( <i>Katungkulan</i> )	Title of Training Program/ Course/Seminar/ Symposium/Workshop/ Conference/Convention ( <i>Pamagat ng Pagsasany/ Seminar/Kumperensya/Pulong</i> )	Duration/ Venue ( <i>Tagal/Lugar ng Pagsasany</i> )	Application Plan as per LAP submitted ( <i>Pagpapairal ng Panukala batay sa naipasang LAP</i> )	Status of Accomplishment/ Actual Accomplishment ( <i>Aktuwal na ginawa batay sa LAP</i> )	Remarks ( <i>Salaysay</i> )