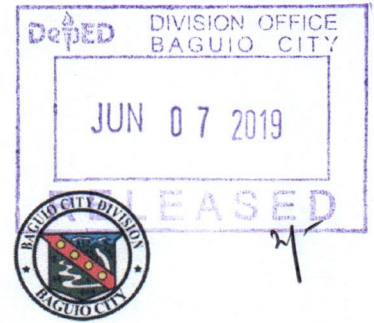




Republic of the Philippines
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



Division Memorandum No. 234S. 2019

Flowchart of Seminar/Training Participation and Re-Entry Action Plan

To: ASDS
CID AND SGOD Chiefs
SDO Personnel
All others concerned

1. In reference to the PRIME-HR and to address the developmental needs of SDO-employees, a flowchart of seminar/training participation will be followed effective **June 10, 2019**.
2. To ensure the learning gained from the developmental intervention will be applied in the office/section, the Human Resource Development Section has established a mechanism through the Re-entry Action Planning (REAP). This mechanism is a proactive process that will provide an avenue for subordinate and supervisor to discuss and agree what has been gained/learned and how they apply it at work.
3. Returning trainees must submit a Training Re-entry Action Plan (REAP) on their learning experience to the HRD Section immediately upon return accompanied by a certificate of completion/participation.
4. All SDO employees are requested to submit a **RE-ENTRY ACTION PLAN** on the trainings attended starting **January 2019**.
5. Attached are the flowchart of seminar/training participation and the Re-Entry Action Plan (REAP) template.
6. Immediate dissemination of this memorandum is desired.

FEDERICO P. MARTIN, EdD., C.Ed.D., CESO V
Schools Division Superintendent

RE-ENTRY ACTION PLAN (REAP)

Name: _____ Position/Designation: _____

Division: _____ Office: _____

Date: _____

Workplace Development Objectives	Situation (Describe current situation (problem or opportunity) in your workplace that you need to address through your REAP)	Date of Implementation	Expected Out put	Expected Beneficiaries:	Success Indicators: What will serve as evidence of success of the REAP? <i>Note: This has to be consistent with the plan objectives set.</i>	Remarks

Prepared by:

Submitted to:

Employee

Immediate Supervisor

*submit a signed copy to the HRD section

acs/hrd/6032019

Flowchart of Seminars/Trainings Participation

