



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

December 10, 2024

OFFICE MEMORANDUM

HRDD-2024-

621

SUBMISSION OF SUCCESSION PLAN

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office reiterates the call for submission of succession plan by functional division.
2. The succession plan was an identified output in the Succession Planning Activity conducted on September 4, 2020 (see Office Memorandum No. 365, s. 2020).
3. Attached is the template that needs to be accomplished and email the scanned copy of the succession plan to hrdd.region8@deped.gov.ph not later than December 20, 2024.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director 

HRDD-QCY





Republic of the Philippines
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SUCCESSION PLAN

Division: _____

Calendar Year: _____

Identified Critical Position	Incumbent Name	Identified Key Talents			Remarks (This is based on the performance and potential of the identified employees. Other qualification standards shall be considered as deemed required for the critical position during the promotion process.)
		Ready Now	Ready Soon or in 1-2 years	Ready Later on 3-5 years	

Prepared by: _____

Chief _____

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