

Republic of the Philippines
Bicol University
HUMAN RESOURCE MANAGEMENT OFFICE
Legazpi City

RE ENTRY ACTION PLAN (REAP)

To ensure that the learning gained from the developmental intervention(s) will be applied in the respective college/campus/unit/office, the Human Resource Management Office (HRMO) has established a mechanism, through the Re-entry Action Planning (REAP) per Admin. Order No. 18 series of 2016. This mechanism is a proactive process that will provide avenue to subordinate and supervisor to discuss and agree on what has been gained/learned and how they will apply it at work.

Name : _____ Position/Designation: _____

College: _____ Office: _____

Training/Seminar Attended: _____

Date: _____ Venue: _____

RE-ENTRY ACTION PLAN

Workplace Development Objectives :

[Empty box for Workplace Development Objectives]

Situationer (Describe current situation (problem or opportunity) in your workplace that you need to address through your REAP)

[Empty box for Situationer]

REAP Title: _____

REAP Objectives: _____

Responsible Person(s) : _____

Date of Implementation: _____

Budgetary Requirements : _____

Expected Output :

Expected Beneficiaries :

Success Indicators : (What will serve as evidences of success of the REAP?
This can be in terms of quantity, quality and time? This may include % of usage of specific system or process; change in behavior of users or customers; improvements in the Organisation's processes (and when possible, change in customers' condition; increase in revenue, etc.
Note: This has to be consistent with the plan objectives set.)

Prepared by: _____
Personnel /Faculty

Submitted to: _____
Immediate Supervisor