



Republic of the Philippines
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Office of the President

28 July 2023

OFFICE MEMORANDUM
No. 215 series of 2023

TO : Deans and Directors
Heads of Units/ Offices
Bicol University

SUBJECT : Submission of HRD Plan for 2023-2027

Along with the vision of the present Administration to become a University for Humanity, Bicol University recognizes the human resources as its most valuable asset. Therefore, it continuously endeavors to strengthen and support the professional growth of all its personnel.

Administrative Order No. 292 s. 2016 provides the guidelines for the Bicol University Human Resource Development Program (BU HRDP). As stated therein, the HRDP shall emanate from the respective units/colleges through the Local Advisory Councils and the respective Deans/ Directors. The guidelines define the grant of scholarships and the crafting of plans in every unit/college for the professional advancement of its personnel in line with the vision, mission, and goals of the University.

In this connection, all units/colleges/offices are hereby directed to submit their respective Human Resource Development Plans for 2023-2027. In the preparation of the HRD Plans, you are directed to identify and include the trainings/seminars/conventions/workshops and the budget estimates. The templates are herein attached for your reference.

The deadline of submission is on August 18, 2023 via Google Sheets. The links will be provided by the HRMDO and the said office will also be in charge of consolidating the HRD Plans as well as its monitoring and evaluation in coordination with the University HRDP Committee.

For information, guidance, and compliance of all concerned.


BABY BOY BENJAMIN D. NEBRES III
SUV President IV

Republic of the Philippines
 Bicol University
 (NAME OF COLLEGE/ UNIT/ OFFICE)
 Address

5-YEAR HUMAN RESOURCE DEVELOPMENT PLAN
 2023 - 2027

No.	Name	Period of Scholarship	Degree and Field of Specialization	Institution	Sponsor (HRDP/CHED/ DOST, etc.)	Status (Full/Partial Benefits, Thesis/Dissertation Asst., Official Time only, etc.)	Expected Period of Completion	Budget Requirements					Total Budget Required
								Tuition & Other Fees	Book Allowance	Transportation Expense	Stipend	Thesis/Dissertation Assistance	
TEACHING													
1		SY 2023 - 2024 SY 2024 - 2025	MA in Literature	UP Diliman			2nd Sem SY 2024-2025	as billed	10,000				50,000
2													
3													
4													
5													
NON-TEACHING													
1													
2													
3													
4													
5													

Prepared by: _____ Approved: _____

Name and Designation _____ Name and Designation _____

- Instructions:
1. For the computation of the budget requirement, refer to AO No. 292 s. 2016 Section 12 - compute as Full Benefits (BU Scholars).
 2. For personnel with ongoing HRDP grants, use the Tuition and Other Fees as billed in the previous semester as baseline.
 3. Attach a copy of the 2023 approved Work and Financial Plan (WFP) as supporting document for the HRD Plan for the current year.

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5-YEAR HUMAN RESOURCE DEVELOPMENT PLAN
 2023 - 2027

No.	Name	Unit	Position	Training Subject/ Details	Target Schedule	Institution	Budget Estimate
TEACHING							
1							
2							
3							
4							
5							
NON-TEACHING							
1							
2							
3							
4							
5							

Total Budget Estimate: _____

Prepared by: _____ Approved: _____

Name and Designation _____ Name and Designation _____

- Instructions:
1. For the computation of the budget estimate, refer to previous trainings/seminars/conventions/workshops attended.
 2. Training subject may be stated in general (ex: Records Management, Research Writing, or Annual Conventions).