

June 13, 2024

**MEMORANDUM ORDER**

No. 166  
series of 2024

**SUBJECT: IMPLEMENTATION OF HARMONIZED TRAINING DESIGN AND  
LEARNING ACTION PLAN**

In the interest of service, all BPI Division/Center and Section and Unit Heads are hereby directed to implement the harmonized forms for training design and Learning Action Plan.

Attached are the forms for your reference.

This order shall take effect immediately and shall supersede all other orders inconsistent herewith.

  
**GERALD GLENN F. PANGANIBAN, Ph.D.**  
Director

TRAINING ACTIVITY PLAN

Title of Training:

Training Dates	Activity	Expected Outputs	Topic/ Highlights	Methodology	Nominated Resource Speaker	Resources Needed

*(Attachments: Powerpoint presentation or any applicable materials of all the topics discussed)*