

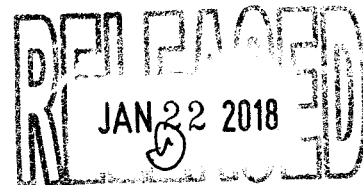


January 18, 2018

REGIONAL MEMORANDUM

No. **027.2018**

To: Schools Division Superintendents
 Chiefs of Divisions
 All concerned



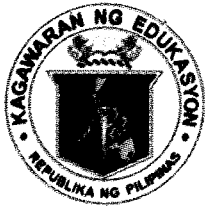
DEPED-CAR Time: _____

Subject: **Capability Building Seminar for Newly Hired Administrative Assistants/Aides**

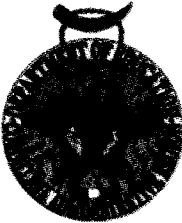
1. A three-day capability building seminar for newly hired Administrative Assistants for Senior High Schools in the Schools Division Offices and Administrative Assistants/Aides in the Regional Office will be conducted in two batches at Hotelinda Suites, Vigan, Ilocos Sur, on January 29-February 1, 2018, and on February 6-9, 2018.
2. The seminar aims to orient and capacitate newly hired Administrative Assistants/Aides on administrative and Human Resource functions/concerns.
3. Number of Participants to the seminar shall be as follows:

Participants	Batch 1 (Jan. 29- Feb. 1, 2018)	Batch 2 (Feb. 6-9, 2018)
RD May B. Eclar, Ph. D., CESO V	1	1
Edgardo T. Alos, CAO, Admin Division	1	1
Cornelia D. Adaci-Dulnuan, SAO, OIC - Payroll Services	1	1
Administrative Officers IV, V, TCE	3	3
Secretariat/ICT Support	4	4
SDO Abra		
SDO Apayao	13	12
SDO Benguet	10	9
SDO Ifugao	24	20
SDO Kalinga	11	11
SDO Tabuk City	6	5
SDO Mt. Province	9	
SDO Baguio City	11	11
Regional Office	5	5
Resource Speakers		14
	5	5
Total	105	103


4. Board and lodging of participants and other related expenses for the conduct of the seminar shall be charged against HRDD funds. Dinner will be served on Day 0 and last meal to be served will be PM snacks of Day 3. Travel expenses of participants and speakers/facilitators shall be charged against local funds.



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet, 2601
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5. Schools Division Offices are required to submit the names of confirmed participants from their Divisions in accordance with the specified number of participants. Said report should be emailed to adm.depedcar@gmail.com on or before January 25, 2018.
6. Annex are the Program of Activities for reference.
7. For information, guidance, and compliance.


MAY B. ECLAR, Ph. D., CESO V
Officer-In-Charge
Office of the Regional Director

ETA/CDAD/ea

CAPABILITY BUILDING WORKSHOP FOR NEWLY HIRED ADMINISTRATIVE ASSISTANTS/AIDES
PROGRAM OF ACTIVITIES
Batch 1 (Jan. 29- Feb. 1, 2018)

DAY 0 – Jan. 29, 2018 Arrival of Participants

Check In (2:00 PM)

First Meal : Dinner

TIME	ACTIVITY	SPEAKER/S
Day 1 (January 30, 2018)		
8:00 – 8:30 AM	Registration	
8:31-9:30 AM	Opening Program (National Anthem/Prayer) Welcome Remarks Message	Edgardo T. Alos, Chief AO RD May B. Eclar
9:00 – 9:30 AM	Leveling of Expectations, Objectives	NEAP Facilitator
9:31-10:30 AM	The DepED Structure (VMV, Mandate, Structure, and Functions)	NEAP Facilitator
10:31 – 12:00 Noon	RA 6713 (Code of Conduct & Ethical Standards for Gov't Employees)	CSC
12:01 – 1:00 PM	Lunch Break	
1:01 – 2:30 PM	ARTA (Anti Red Tape Act)	CSC
2:31 – 4:00 PM	Leave Benefits (per Omnibus Rules on Leave)	Edgardo T. Alos
4:00 – 5:00 PM	Monetary Benefits	Edgardo T. Alos
Day 2 (January 31, 2018)		
8:30-9:00 AM	Management of Learning	Assigned group/SDOs
9:01 – 10:00 AM	DepED Results Based Performance Management System	
10:01-10:15 AM	Break	
10:16 – 12:00 Noon	Continuation of Discussion on RPMS	
12:01 – 1:00 PM	Lunch Break	
1:01 – 3:00 PM	Discussion on Recruitment, Selection and Placement	Eleonora A. Albidas
3:01-3:15 PM	Break	
3:16 – 5:15 PM	Data Privacy Act of 2012	National Privacy Commission
Day 3, (Feb. 1, 2018)		
8:31-9:00 AM	Management of Learning	Assigned group/SDOs
9:01 – 12:00 Noon	Business English Writing Skills (Grammar Refreshers, Proofreading tips, Proper Punctuation Guidelines)	Toastmasters Club
12:01 – 1:00 PM	Lunch Break	
1:01 – 2:00 PM	Office Technology and Technical Skills	Toastmasters Club
2:01- 3:00 PM	Interpersonal Communication Skills & Social graces	Toastmasters Club
3:00-4:30 PM	DepED Correspondence	Connie D. Adaci-Dulnuan, Supervising AO
4:31-5:00 PM	Awarding of Certificates of Participation, Appearance; Closing Program	

CAPABILITY BUILDING WORKSHOP FOR NEWLY HIRED ADMINISTRATIVE ASSISTANTS/AIDES

PROGRAM OF ACTIVITIES

Batch 2 (Feb. 6-9, 2018)

DAY 0 – Feb.6, 2018 Arrival of Participants

Check In (2:00 PM)

First Meal : Dinner

TIME	ACTIVITY	SPEAKER/S
Day 1 (February 7, 2018)		
8:00 – 8:30 AM	Registration	
8:30-9:00 AM	Opening Program (National Anthem/Prayer) Welcome Remarks Message	Edgardo T. Alos, Chief AO RD May B. Eclar
9:00 – 9:30 AM	Leveling of Expectations, Objectives	NEAP Facilitator
9:31-10:30 AM	The DepED Structure (VMV, Mandate, Structure, and Functions)	NEAP Facilitator
10:31 – 12:00 Noon	RA 6713 (Code of Conduct & Ethical Standards for Gov't Employees)	CSC
12:01 – 1:00 PM	Lunch Break	
1:01 – 2:30 PM	ARTA (Anti Red Tape Act)	CSC
2:31 – 4:00 PM	Non-Monetary Benefits	Connie D. Adaci-Dulnuan
4:01 – 5:00 PM	Monetary Benefits	Connie D. Adaci-Dulnuan
Day 2 (February 8, 2018)		
8:30-9:00 AM	Management of Learning	Assigned group/SDOs
9:01 – 10:00 AM	DepED Results Based Performance Management System	
10:01-10:15 AM	Break	
10:16 – 12:00 Noon	Continuation of Discussion on RPMS	
12:01 – 1:00 PM	Lunch Break	
1:01 – 3:00 PM	Recruitment, Selection and Placement	Eleonora A. Albidas
3:01-3:15 PM	Break	
3:16 – 5:15 PM	Data Privacy Act of 2012	National Privacy Commission
Day 3, (Feb. 9, 2018)		
8:30-9:00 AM	Management of Learning	Assigned group/SDOs
9:01 – 12:00 Noon	Business English Writing Skills (Grammar Refreshers, Proofreading tips, Proper Punctuation Guidelines)	Toastmasters Club
12:01 – 1:00 PM	Lunch Break	
1:01 – 2:00 PM	Office Technology and Technical Skills	Toastmasters Club
2:01- 3:00 PM	Interpersonal Communication Skills & Social graces	Toastmasters Club
3:00-4:30 PM	DepED Correspondence	Connie D. Adaci-Dulnuan
4:31-5:00 PM	Distribution of Certificates of Participation, Appearance; Closing Program	