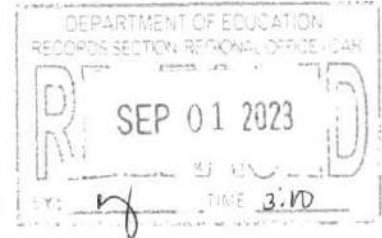




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



01 September 2023

REGIONAL MEMORANDUM

490.2023

**CAPABILITY BUILDING OF NON TEACHING PERSONNEL
ON ELEVATING ASSISTANCE SKILLS**

To: Assistant Regional Director
All Schools Division Superintendents
Regional Functional Division Chief { Administrative Services Division
All Others Concerned

1. In line with the mandate to implement professional development programs, this Office shall conduct the **Capability Building of Non Teaching Personnel on Elevating Assistance Skills** on **September 13-15, 2023** in Abra, with the specific venue to be announced later.
2. This activity aims to enhance the knowledge, skills, and attitudes of support staff to ensure effective provision of assistance to top management in terms of appropriate resourcefulness and creativity as they engage their duties and responsibilities to maximize their potentials as part of the organization.
3. Specifically, participants to this activity shall:
 - a. identify and list the specific travel preparation documents, including licenses, permits, travel orders, and other relevant paperwork;
 - b. explain the step-by-step process for ensuring document compliance, including the proper completion, verification, and submission of required documents before undertaking official travel; and
 - c. apply creativity and resourceful problem-solving techniques to address challenges during official travel, fostering efficient solutions while adhering to departmental regulations.
4. List of participants to the said activity is attached in **Enclosure 1** for reference.
5. Travel and other incidental expenses shall be charged to local funds while board and lodging shall be charged to RO MOOE downloaded fund to the host SDO subject to the existing accounting and auditing rules and regulations.
6. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD or Laureen Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

HRDD/RCA/1bl



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DepEd Tayo Cordillera



<https://depedcar.ph>

List of Participants

Office/SDOs	Names/Position	Number
Regional Office	Alexeeve T. Bugnay Gregorio Cacacho Anthony B. Bagano Oliver C. Balageo Cleto Simon Andrew Bacbac	6
Abra	Drivers (to be identified by SDO)	2
Apayao		1
Baguio City		2
Benguet		2
Ifugao		1
Kalinga		2
Mt. Province		2
Tabuk City		1
Total		19

Training Team / Resource Speaker		
1.	Lilia Banawe	Administrative Officer V
2.	Laureen B. Likigan	Senior Education Program Specialist
3.	Emmanuela M. Gabol	Education Program Specialist II
4.	Eden Adriatico	Senior Education Program Specialist

Training Matrix

Competencies: Teamwork; Service Orientation (Support Staff)			
September 13, 2023			
4:00-5:00	Arrival and Registration		
September 14, 2023			
8:00-8:25 Opening Program	Preliminaries-AVP: c/o HRDD Acknowledgment of Participants: Laureen B. Likigan	Opening Remarks and Message: ESTELA P. LEON-CARIÑO EdD, CESO III Director IV/ Regional Director Statement of Purpose: Rosita C. Agnasi	Emcee: Emmanuela Gabol
8:25-10:00	Session 1: BRING IT ON! Activity Laureen B. Likigan This activity utilizes various scenarios to arouse the creativity and uniqueness of participants on how they can address such effectively and with grace. It shall encourage positive outlook while providing optimum performance as support staff to top management.		
10:00-10:15	Health Break		
	Continuation of Activity 1		
12:00-1:00	Lunch Break		
1:00-3:00	Session 2: Introduction to Pre and Post Travel Document Preparation Lilia Banawe This topic shall enable the participants to identify and compile the essential documents required for official travel, ensuring compliance with departmental regulations and efficient trip planning.		
3:00-3:15	Health Break		
3:15-5:00	Workshop for Session 2		
September 15, 2023			
8:00-8:25	Preliminaries-AVP: c/o SDO Support Staff Participants Insights: Alexvee Bugnay; Emcee: Laureen B. Likigan		
8:25-10:00	Teambuilding Activity c/o SDO ABRA SEPS Eden Adriatico		
10:00-10:15	Health Break		
10:15-11:00	Continuation of teambuilding activity		
11:00-12:00	Closing Program and Awarding of Certificates		
12:00-1:00	Lunch Break		
1:00-3:00	Departure from SDO Abra to respective offices		