

January 05, 2020

REGIONAL MEMORANDUM

No. 004 .2021

**PARTICIPANTS TO THE NATIONAL TRAINING OF TRAINERS FOR
 PERSONAL FINANCIAL MANAGEMENT PROGRAM**

TO: Assistant Regional Director
 Regional Office Division Chiefs
 Schools Division Superintendents
 All Others Concerned

- In line with the Department of Education's (DepEd) efforts to expand the scope of employee welfare to respond to the needs of teaching and non-teaching personnel and pursuant to the Memorandum from Undersecretary Jesus R. Mateo for Planning and Human Resource and Organizational Development, the Department of Education (DepEd), Bureau of Human Resource and Organizational Development (BHROD), through the Employee Welfare Division (EWD) will conduct National Training of Trainers (NTOT) on Personal Financial Management Program via online platform on January 13-15, 2021.
- The activity aims to address the financial wellness of its employees.
- The National Training of Trainers (NTOT) focuses on providing various methods and techniques on how to deliver a training course on PFM Program. It equips the participants to perform the PFM training cycle from planning, preparation, implementation and evaluation. Training materials for the roll out of the PFM shall be provided.
- Participants to the said activity are as follows, to wit;

	NAME	DESIGNATION	DIVISION
1	Jun Agoyos	EPS	Abra
2	Marcel Al Trumpo	EPS	Apayao
3	Mary Jane Malihod	EPS	Baguio City
4	Samuel Ayangdan	EPS	Benguet
5	Anthony Gallangi	EPS	Ifugao
6	Martina Tibangay	EPS	Kalinga
7	Primo Aligo	EPS	Mt. Province
8	Josefina Balisong	EPS	Tabuk City

HRDD/JPA/SJLD


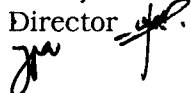


5. It is advised that SDO participants shall register through this link: bit.ly/Reg_PFMNTOT on or before January 7, 2021. Attached are the following for reference:

- Annex A- Activity Design
- Annex B- Reminders

6. For clarifications, please contact Chief Jennifer P. Ande or EPS Sasha Joseph L. Daganos of the Human Resource Development Division (HRDD) through mobile nos. 09190073814 and 09612499088, respectively.

7. Immediate dissemination and strict compliance to this memorandum is directed.


ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director 

ANNEX A - ACTIVITY DESIGN**National Training of Trainers for Personal Financial Management Program****DAY 1**

TIME	ACTIVITY	REMARKS
8:00am - 8:15am	Check in	Participants enter the meeting room
8:15am	Preliminaries <ul style="list-style-type: none">• Session Norms• Lupang Hinirang• Opening Prayer• Welcome Remarks• Introduction	
8:30am	Expectation Setting Objectives of the Program Pre-test	
9:00am	Session 1 <ul style="list-style-type: none">• Introduction of PFM• Financial Planning• Q&A	
10:15am	Break	
10:30am	Session 2 <ul style="list-style-type: none">• Saving• Budgetting• Borrowing• Q&A	
12nn	Lunch Break	
1:00pm	Check In Ice Breaker	
1:15pm	Session 3 <ul style="list-style-type: none">• Investing• Q&A	
2:15pm	Break	
2:30pm	Session 4 <ul style="list-style-type: none">• Consumer Protection• Fraud and Scams• Q&A	
3:30pm	Discussion: Workshop 1 Return Demo Reminders for Day 2 End of Day 1	

DAY 2

TIME	ACTIVITY	REMARKS
8:00am - 8:15am	Check in/MOL	Participants enter the meeting room
8:15am	Workshop 1 - Return Demo Planning	Participants will be directed to their respective Break Out Session Rooms
12nn	Break	
1:00pm onwards	Workshop 1 - Return Demo Planning and Recording	

DAY 3

TIME	ACTIVITY	REMARKS
8:00am - 8:15am	Check in	Participants enter the meeting room
8:15am	Plenary - Return Demo <ul style="list-style-type: none"> • Group 1 - Introduction (8:15am to 8:35am) • Group 2 - Financial Planning (8:40am to 9:20am) • Group 3 - Saving (9:20am to 9:45am) 	
9:45am	Break/Post Test	
10:00am	Plenary - Return Demo <ul style="list-style-type: none"> • Group 4 - Budgeting (10:00am to 10:30 am) • Group 5 - Borrowing (10:30am to 11:00am) 	
11:00am	Plenary - Evaluation/Comments/Suggestions	
12:00nn	Lunch	
1:00pm	Ice Breaker	
1:15pm	Plenary - Return Demo <ul style="list-style-type: none"> • Group 6 - Investing (1:15pm to 2:00pm) • Group 7 - Consumer Protection (2:00pm to 2:30pm) • Group 8 - Fraud and Scams (2:30pm to 3:00pm) 	
3:00pm	Synthesis/Ways Forward Closing Program End of Workshop	

ANNEX B - WORKSHOP REMINDERS

National Training of Trainers for Personal Financial Management Program

1. All participants are requested to register on or before January 5, 2021 through this link: bit.ly/Reg_PFMNTOT
2. Please use your DepEd email when you register. Kindly link your email account to MS Office 365. Contact your Regional IT Officer (for RO personnel) or Division IT Officer (for DO and School Personnel) to link your account.
3. The session link will be emailed to your registered email a day before the workshop
4. A link containing all PFM materials such as modules/speaker's guide, PFM presentation, collaterals, and other learning materials will be sent to the registered participants on January 5. As a pre-work, participants are requested to review the speaker's guide and prepare for a Return Demonstration during the workshop.

Note: The Speaker's Guide is a generic PFM module guide for the speakers. The trainers may contextualize the module based on their target audience, location, etc during the return demo. Please do not share this link to others.

[EWD/Latosal]