



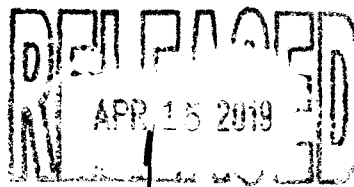
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



April 15, 2019

OFFICE MEMORANDUM

No. 136-2019



**REGIONAL PERFORMANCE REVIEW, PLANNING, AND TEAM DEVELOPMENT**

**TO: Chiefs of Functional Divisions/Heads of Units  
All others concerned**

1. The Regional Office through the Human Resource Development Division (HRDD) will be facilitating a Performance Review, Planning and Team Development Activity for all Regional Office employees to be conducted in four batches on May 6 - 8 for batch 1, May 8 - 10 for batch 2, May 15 - 17 for batch 3, and May 22- 24 for batch 4 at a venue to be announced later.
2. The activity aims for the participants to: a) Strengthen social skills and peer relationship among the men and women employees; b) Enhance skills on strategic planning and communication by means of team building activities; c) Boost morale and motivate men and women employees to work to the next level; d) Discuss job performance expectations and accomplishments; e) Enhance or finalize OPCR and IPCRs.
3. Attendance to this significant activity is highly expected from the following:


Schedule Per Batch	No. of Pax
<b>Batch 1: May 6 - 8, 2019</b>	
RD and ARD	2
CLMD	14
ESSD	9
QAD	6
Lead Facilitator and Secretariat	3
Resource Speakers	2
<b>Total, Batch 1</b>	<b>36</b>
<b>Batch 2: May 8 - 10, 2019</b>	
RD and ARD	2
Finance	14
PPRD	7
Lead Facilitator and Secretariat	4
Resource Speakers	2
<b>Total, Batch 2</b>	<b>29</b>

<b>Batch 3: May 15 - 17, 2019</b>	
ORD	15
FTAD	4
HRDD	7
Lead Facilitator and Secretariat	4
Resource Speakers	2
<b>Total, Batch 3</b>	<b>32</b>
<b>Batch 4: May 22 - 24, 2019</b>	
RD and ARD	2
Administrative Division	25
Lead Facilitator and Secretariat	4
Resource Speakers	2
<b>Total, Batch 4</b>	<b>33</b>

4. Participants are expected to bring their laptops, extension cords, and WFPs.
5. All RO chiefs shall present their finalized OPCR's on **May 27, 2019** for consolidation of the Secretariat to be held at the **NEAPR Conference Hall**.
6. Enclosed is the matrix of activities and list of participants per batch for your reference.
7. All RO personnel are required to attend on scheduled workshop date. Failure to attend will oblige the personnel to pay the total amount allotted per participant for this activity. RO Chiefs and Unit Heads are accountable for the complete attendance of all personnel in their respective Offices.
8. Accommodation and meals (breakfast, lunch, dinner, morning and afternoon snacks) for 2 days, including transportation will be charged to HRTD Funds subject to accounting and audit rules and regulations.
9. Please be guided by the following schedule:

BATCH	DEPARTURE FROM REGIONAL OFFICE	FIRST MEAL	LAST MEAL
Batch 1: May 6 – 8, 2019	May 6, 7:30 AM	May 6, Lunch	May 8, AM Snack
Batch 2: May 8 – 10, 2019	May 8, 7:30 AM	May 8, Lunch	May 10, AM Snack
Batch 3: May 15 – 17, 2019	May 15, 7:30 AM	May 15, Lunch	May 17, AM Snack
Batch 4: May 22 - 24	May 22, 7:30 AM	May 22, Lunch	May 24, AM Snack

10. Strict compliance to this Memorandum is directed.

  
**MAY B. ECLAR, PhD, CESO V**  
 Regional Director

**REGIONAL PERFORMANCE REVIEW, PLANNING, AND TEAM DEVELOPMENT  
TRAINING MATRIX**

Batch 1: May 6 – 8, 2019; Batch 2: May 8– 10, 2019;  
Batch 3: May 15 – 17, 2019; and Batch 4: April May 22 - 24, 2019

<b>Time</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>
8:00 – 9:30	Arrival And Registration	MOL	MOL
9:30 - 10:00		Team Building towards Team Planning for Better Team Performance	Presentation of OPCRF/IPCRF
10:01 – 10:30		Health Break	Health Break
10:31 – 12:00	Opening Program, Statement of Purpose and Orientation	Workshop per functional division/unit Performance Review and Planning: OPCRF/IPCRF	Closing Program  (Arrival and Registration for Next batch)
12:01 – 1:00	Lunch Break	Lunch Break	Lunch Break for next batch
1:01 – 3:00	Spiritual Upliftment: Engagement with our Inner Self	Continuation of Workshop	Activity for next batch
3:01 – 3:30	Theatre of Excellence: Strengthening teamwork in a nonthreatening environment	Health Break	
3:31 – 5:30		Finalization of OPCRF/IPCRF	
5:31 – 7:00	Dinner	Dinner	Dinner for next batch

**LIST OF PARTICIPANTS PER BATCH**

<b>PARTICIPANTS</b>		
<b>Batch 1, May 6 to 8</b>		
<b>CLMD</b>	<b>ESSD</b>	<b>QAD</b>
Emilia M. Faustino	Agustin E. Gumuwang	Aida L. Payang
Angela K. Apopot	Cresencio T. Gamay, Ph. D.	Florence E. Balictan
Clemente D. Bandao	Dra. Angeline F. Calatan	Annie Rose Cayasen
Romulo B. Basa	Dr. Manuel S. Dangawen	Rosmarie B. Dalang
Thelma T. Dalay-on	Michelle B. Andaya	Maksim Botilas
Patricio T. Dawaton	Evangeline Malag	Jose Lorenzo Cobbarubias
Asterio C. Madalla	Engr. Christopher B. Hadsan	
Edgar H. Madlaing	Engr. Cullen S. Wegiyon	
Jeannie Claire Y. Piggangay	Joseph Bañares	
Marcelo M. Talamayan		
Ethielyn E. Taqued		
Fely B. Badival		
Elvira M. Cudli		
Warly E. Kinndiawan		
<b>Batch 2, May 8 to 10</b>		
<b>FINANCE</b>		<b>PPRD</b>
Atty. Sebastian G. Tayaban	Joel B. Tadao	Pio D. Ecuán
Cristina L. Paquit	Grace D. Dampulay	Rafaela S. Gawigawen
Eugene C. Aquino	Abner W. Alingbas	Janet M. Ambucay
Erniely D. Godoy	Susie Lou F. Colas	Crisanta P. Pantaleon
Lolita C. Nimer		Cyrille Gay B. Miranda
Leah A. Rique		Jennelyn B. Kitongan
Corazon B. Walcien		Dumas D. Aban
Marianne B. Wanson		
Fremalyn E. Paclos		
Valentina Conchita S. Balura		
<b>Batch 3, May 15 to 17</b>		
<b>ORD</b>	<b>FTAD</b>	<b>HRDD</b>
RD May B. Eclar, PhD, CESO V	Jennifer P. Ande	Carmel F. Meris
ARD Bettina D. Aquino	Marjory T. Valdez	Rosita C. Agnasi
Eric E. San Jose	Elfredo C. Dalang	Denia O. Tarnate
Atty. Vanessa B. Flora	Charlene T. Balahyas	Emmanuela M. Gabol
Janelle S. Dogao		Margie B. Gardingan
Dalton S. Teliao		Cynthia V. Harada
Mercy Rose F. Pangesfan		Jefferson A. Villena
Georaloy I. Palao-ay		
Jeremy Kermit B. Padilla		
Jumar B. Yago-an		
Vandolph B. Flora		
Glenn P. Papa		
Manilyn D. Botilas		
Gladys Ann Baldo		
Evelyn A. Pasul		

<b>Batch 4, May 22 to 24</b>		
<b>ADMINISTRATIVE DIVISION</b>		
Edgardo T. Alos	Dwayne Ryland P. Colas	Randolph Flyn B. Daculog
Cornelia D. Adaci - Dulnuan	Elsa M. Rabara	Letecia M. Ramos
Marvin John C. Flores	Marites A. Calica	Lilia A. Banawe
Eleonora A. Albidas	Eric Marvin B. Urmaza	Purita D. Delos Santos
Elena C. Tawanna	Mathemar B. Montes	Salvador A. Cayambas
Mary O. Mendoza	Archie Russel T. Baluyo	Melandro Payang
Tomasa B. Pis - o	Susan D. Bangnan	Daisy P. Eswat
Daisy L. Dionisio	Belin A. Carbonel	
Edralyn C. Ganga	Kevin B. Tadao	
<b>Lead Facilitator (All Batches)</b>	Aida L. Payang	
<b>Secretariat:</b>		
Batch 1, May 6 to 8	Carmel F. Meris	Emmanuela Gabol
	Denia O. Tarnate	
Batch 2, May 8 to 10	Carmel F. Meris	Margie Gardingan
	Rosita Agnasi	
Batch 3, May 15 to 17	Carmel F. Meris	Emmanuela Gabol
	Denia O. Tarnate	
Batch 4, May 22 to 24	Carmel F. Meris	Margie Gardingan
	Rosita Agnasi	