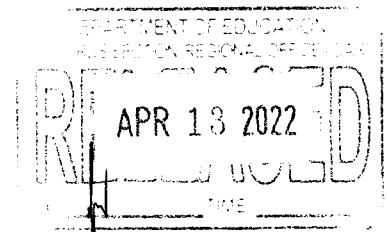




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



April 12, 2022

REGIONAL MEMORANDUM

No. 172.2022

**LEADERSHIP TRAINING TOWARDS BETTER SOCIAL AND HUMAN RESOURCE
MANAGEMENT CUM PROTOCOL COACHING
FOR SUPPORT STAFF**

To: Assistant Regional Director
All Schools Division Superintendents
All Regional Functional Division Chiefs
All Others Concerned

1. In line with the mandate to implement professional development programs, this Office shall conduct the **Leadership Training towards Better Social and Human Resource Management cum Protocol Training for Support Staff** on **April 20-22, 2022** at Ban-aw Resort, Candon City, Ilocos Sur.
2. This activity aims to strengthen social and human resource capacity in the professional advancement and learning development of DepEd officials and support staff in a gender-mainstreamed workplace in the adaptive normal.
3. In addition, it shall address the needs depicted by men and women support staff as they assist top management in terms of appropriate protocols and behavior management as they engage their duties and responsibilities to maximize their potentials as part of the organization.
4. Identified participants listed in Enclosure 1 shall be guided with the training matrix (Enclosure 2).
5. Travel and other incidental expenses shall be charged to local funds while the three-day full board and lodging expenses shall be charged to the Human Resource Development Fund and the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) downloaded to the Regional Office subject to the existing accounting and auditing rules and regulations.
6. For inquiries and additional information, please contact the NEAP CAR through the Chief Education Supervisor and Officer-in-Charge Jennifer P. Ande through cell number 09288137378.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.


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

NEAPCAR/JPA/ly



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DepEd-CAR: Weaver of HOPE and Transformation
"Holistic Opportunities for all to be Performing and Excellent
Cordilleran Learners"

Enclosure 1. List of Participants

No.	Name	Position/ Designation	Sex
1.	Estela Leon-Cariño EdD, CESO III	Regional Director	F
2.	Florante E. Vergara	Assistant Regional Director	M
3.	Benilda M. Daytaca	SDS, Abra	F
4.	Benedicta B. Gamatero	SDS, Apayao	F
5.	Federico P. Martin	SDS, Baguio City	M
6.	Gloria B. Buya-ao	SDS, Benguet	F
7.	Soraya T. Faculo	OIC SDS, Ifugao	F
8.	Amador D. Garcia	OIC SDS, Kalinga	M
9.	Sally B. Ullalim	SDS, Mt. Province	F
10.	Irene S. Angway	OIC SDS, Tabuk City	F
11.	Samuel T. Egsaen Jr.	OIC ASDS, Abra	M
12.	Ginadine L. Balagso	OIC ASDS, Apayao	F
13.	Christopher C. Benigno	ASDS, Baguio City	M
14.	Carmel F. Meris	OIC-ASDS, Benguet	F
15.	Pio D. Ecuán	OIC-ASDS, Ifugao	M
16.	Jerry C. Ymson	OIC-ASDS, Kalinga	M
17.	Virginia Batán	OIC-ASDS, Mt. Province	F
18.	Feliciano L. Agsaoay Jr.	OIC-ASDS, Tabuk City	M
19.	Jennifer P. Ande	CES/ OIC-NEAPR	F
20.	Maksim A. Botilas	CAO, Administrative Division	M
21.	Rosita C. Agnasi	OIC, CLMD	F
22.	Edgar H. Madlaing	CES, ESSD	M
23.	Atty. Sebastian G. Tayaban	CAO, Finance Division	M
24.	Ethielyn E. Taqued	CES, FTAD	F
25.	Sasha Joseph P. Daganos	OIC, HRDD	M
26.	Aida L. Payang	CES, PPRD	F
27.	Clemente Bandao Jr.	OIC, QAD	M
28.	Cornelia D. Adaci-Dulnuan	SAO, Admin	F
29.	Cristina L. Paquit	SAO, Finance	F
30.	Cyrille Gaye Miranda	ORD- Public Affairs Unit	F
31.	Georgina C. Ducayso	LR Supervisor	F
Support Staff			
32.	Manilyn D. Botilas	Statistician I	F
33.	Edralyn C. Ganga	Administrative Officer II	F
34.	Melandro L. Payang	Administrative Assistant I	M
35.	Gladys Baldo	Administrative Aide	F
36.	Anthony B. Bagano	Driver	M
37.	Oliver C. Balageo	Driver	M
38.	Alexeeve T. Bugnay	Driver	M
39.	Leo B. Guzman	Abra, Driver	M
40.	Rainy Roy B. Billedo	Abra, Driver	M
41.	Joaquin D. Agustin	Apayao, Driver	M
42.	Terso L. Mangoba	Apayao, Driver	M
43.	Charlie Docto	Baguio City, Driver	M

No.	Name	Position/ Designation	Sex
44.	Peter Lid-ayan	Baguio City, Driver	M
45.	Francis C. Buclay	Benguet, Driver	M
46.	Jefferson Killase	Benguet, Driver	M
47.	Andress Arcaina	Ifugao, Driver	M
48.	Julius Eheng	Ifugao, Driver	M
49.	Rudy M. Gacayan	Kalinga, Driver	M
50.	Pacifico Pagalilauan	Kalinga, Driver	M
51.	Emiliana P. Banaken	Mt. Province, Driver	M
52.	Lowell Dizon	Mt. Province, Driver	M
53.	Alkane D. Manaol	Tabuk City, Driver	M
54.	John Paul L. Galpao	Tabuk City, Driver	M
Training Team / Learning and Development / Resource Speaker			
55.	Nover Keithley S. Mente	Education Program Supervisor	M
56.	Dexter B. Andres	Senior Education Program Specialist	M
57.	Laureen B. Likigan	Education Program Specialist II	F
58.	Margie B. Gardingan	Education Program Specialist II	F
59.	Rollen B. Guivac	Resource Speaker, Nurse II	M
60.	Ferdinand P. Gonzales	Resource Speaker	M

Enclosure 2. Training Matrix

Competencies: Leading People; People Performance Management; and People Development (Officials) Teamwork; Service Orientation (Support Staff)			
DAY 1			
8:00-8:25 Opening Program	Preliminaries-AVP: c/o NEAP CAR Acknowledgment of Participants: Nover Keithley S. Mente	Opening Remarks and Message: RD Estela L. Cariño Statement of Purpose: Jennifer P. Ande	Emcee: Dexter B. Andres
8:25-10:00	Complete Staff Work: Bridging Inter-Generational Gaps Towards Harnessing Strengths JENNIFER P. ANDE, CES-NEAP OIC This topic shall present an overview of turning generational barriers into generational bridges. Specifically, it shall introduce Understanding Preferred Communication; Understanding Preferred Working Arrangements; and Understanding (and Leveraging) Different Approaches to Work.		
10:00-10:15	Health Break		
10:15-12:00	BRIDGING THE GAPS ACROSS GOVERNANCE LEVELS ROLLEN B. GUIVAC, Nurse II This topic shall encourage harmonious and effective work-life balanced environment. It shall provide interactive activities to instill result focus, teamwork and service orientation competencies across the different positions. Lastly, it provides various medium of open communication to enable understanding and resiliency amongst personnel.		
3:00-3:15	Health Break		
3:15-5:00	Continuation of Activity		
DAY 2			
8:00-8:25	Preliminaries-AVP: c/o SDO Support Staff Participants; Emcee: Lauren B. Likigan	Insights: Peter Lid-ayan and Jerry C. Ymson	
8:25-10:00	Introduction to Gender Mainstreaming on DepEd-CAR Programs, Projects and Activities (PPAs) Ferdinand P. Gonzales, PCW GAD Accredited Pool, Co-Chair, RGADC This topic shall present an overview of Gender mainstreaming on DepEd PPAs highlighting the involvement of various governance levels. It shall be able to zoom in on the contributory factors provided by men and women members of the office as well as the circumstances hindering the attainment of set objectives.		
10:00-10:15	Health Break		
10:15-12:00	BREAK AWAY SESSION		
	Management	Support Staff	
	Harmonized Gender and Development Guidelines (HGDC) Ferdinand P. Gonzales This topic shall provide and in-depth involvement of the top management in attaining the set goals of effective attribution and alignment of proposal vis-a-vis HGDC.	STRESS MANAGEMENT ACROSS GENDER VARIANCE Rollen B. Guivac This activity shall address issues arising from the experiences of the men and women support staff. It shall encourage mechanisms to employ open communication as well as coping strategies to enable result focus and maximum tolerance to be able to effectively deliver outputs as support staff to the top management.	
12:00-1:00	Lunch Break		
1:00-3:00	Strategic workshop proper	BRING IT ON! Lauren 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.	
3:00-3:15	Health Break		
3:15-5:00	Presentation of Facilitating Mechanisms for Gender Mainstreaming	Continuation of Activity	
DAY 3			
8:00-8:25	Preliminaries-AVP: c/o RO Support Staff Participants Emcee: Nover Keithley S. Mente	Insights from Participants: Cyrille Gaye Miranda and Irene S. Angway	
8:25-10:00	Staff Empowerment and Agility RD Estela L. Cariño		
10:00-10:15	Health Break		
10:15-12:00	BREAK AWAY SESSION		
	Management	Support Staff	
	PERFORMANCE MANAGEMENT RD Estela L. Cariño This topic shall enable strategic directions arising from the current status of the implementation of the Basic Education Region/Division Learning Continuity Plan (BE-LCP) in the region; It shall also facilitate progress monitoring on the updates and accomplishments on the implementation of the different Programs, Projects and Activities (PPAs).	Going the Extra Mile Dexter B. Andres This activity covers the receiving of guests, order of precedence and how is it applied at formal functions; importance of titles and forms of address; how officials should be addressed and attended to in a manner appropriate to the office they occupy; and how to assist to such clients.	
12:00-1:00	Lunch Break		
1:00-3:00	Continuation of presentation and strategic workshop	Group Dynamics: Escort Service Nover Keithley S. Mente This activity covers actual demonstration of KSAs appropriate for an assigned event. It shall incorporate the Cordilleran culture distinct and notable by various stakeholders.	
3:00-3:15	Health Break		
3:15-5:00	Continuation of presentation and strategic workshop	Presentation of Outputs	
5:00-6:00	Closing Program and Awarding of Certificates		