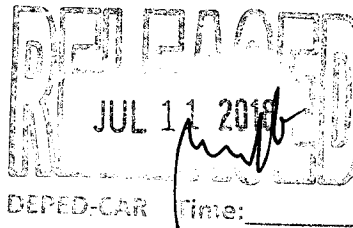


Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet




REGIONAL MEMORANDUM

No. **189 - 2016** s, 2016



To: Schools Division Superintendents
Chiefs of Divisions- SDOs
All others Concerned

From: 
BEATRIZ G. TORNO, Ph.D., CESO IV
Assistant Regional Director
Officer In-Charge
Office of the Regional Director

Subject: **ENHANCEMENT TRAINING FOR NEAP FACILITATORS**

Date: **July 1, 2016**

- In line with the implementation of the Professional Development Programs in the region and the pursuit to deliver quality personnel development, an Enhancement Training for NEAP Facilitators will be conducted at the NEAP-R, DepEd-CAR Compound, Wangal, La Trinidad, Benguet on August 23-25, 2016. The training aims to enhance the competencies in facilitating skills of the NEAP Facilitators.
- The participants to this activity are the following:

1	Beatriz G. Torno, Ph.D., CESO IV	OIC, RD- Consultant	1
2	Soraya T. Faculo	OIC, ARD - Consultant	1
3	Georaloy I. Palao-ay	Regional Office	1
4	Allan C. Gobrin	Apayao Division	1
5	Gemma N. Lomboy	Baguio City	1
6	Lourdes B. Lomas-e	Baguio City	1
7	Jovelyn T. Balantin	Baguio City	1
8	Marilyn Api-it	Baguio City	1
9	Victor A. Fernandez	Baguio City	1
10	Remedios P. Quiño	Baguio City	1
11	Xylene Grail D. Kinomis	Baguio City	1
12	Jennifer C. Duran	Kalinga	1
13	Merlyne I. Gumatay	Kalinga	1
14	Nemia N. Lite	Mt. Province	1
15	Shalymar L. Cailin	Mt. Province	1
16	Joseph Manonggit	Mt. Province	1
17	Mildred A. Dapliyan	Mt. Province	1
18	Dolores Anecang	Mt. Province	1
19	Conchita D. Wagawag	Tabuk City	1
20	Imelda T. Velo	Tabuk City	1

21	Edgar F. Delgado	Tabuk City	1
22	Gemmaly D. Bangayan	Tabuk City	1
23	Virginia Batan	Resource Person- Mt. Province	1
24	Marina Tabangcura	Resource Person – Baguio City	1
25	Jennifer P. Ande	Resource Person – RO	1
26	Carmel Meris	Resource Person - RO	1
	HRDD Staff		6
	Documenter/Secretariat & QuAD (QAME)		2
	Total Participants		34

3. Participants are advised to check in on Day 1 and check out on Day 3. Meals will start at Breakfast on day 1 (August 23) and ends with PM snacks on Day 3 (August 25). Accommodation, meals, snacks and training materials shall be charged against HRDD funds while transportation expenses and other incidental expenses shall be charged against school or other local funds subject to the usual accounting and auditing rules.
4. Attached is the matrix of activities for reference.
5. Immediate and widest dissemination of this memorandum to all concerned is desired.

Hrdd/emma

ENHANCEMENT TRAINING OF NEAP FACILITATORS
 NEAP-R, DepED-CAR, Wanggal, La Trinidad, Benguet

TRAINING MATRIX

August 23-25, 2016

TIME	DAY 1	DAY 2	DAY 3
8:00-8:10	Registration	MOL	MOL
8:10-9:00	Opening Program		
9:00-9:30		Session 4 Writing Session Guides 4As of Adult Learning c/o: Virginia Batan	Simulation Note: Pax will be grouped to form a training team; 1 Facilitator, 1 Resource Person, 1 to do the POA, 1 will do the debriefing c/o: All Resource Persons
9:30-10:00	Levelling of Expectation c/o Emilia M. Faustino		
10:00-10:15		Break	
10:15-12:00	Session 1 Facilitating Strategies c/o: Jennifer Ande	Session 5 Conducting Debriefing Sessions c/o: Emilia Faustino	Continuation of simulation
12:00-1:00		Lunch Break	
1:00-3:00	Session 2 Hosting Methodologies c/o: Carmel Meris	Session 6 Workshop on Writing Session Guides c/o: All Resource Persons	Continuation of simulation
3:00-4:30	Session 3 Process Observation Analysis c/o: Marina Tabangcura		Critiquing c/o: Emilia Faustino
4:30-5:00			Closing Program

HRDD/GLB