



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



August 29, 2017

REGIONAL MEMORANDUM

No. 257 · 2017 2017



DEPED-CAR Time:

ENHANCEMENT TRAINING FOR TEAM E REGIONAL NEAP FACILITATORS

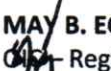
TO : Schools Division Superintendents
Chiefs of Divisions
All others concerned

1. In line with the implementation of the Professional Development Programs (PDP) in the region and the pursuit for quality personnel development, an Enhancement Training for Team E Regional NEAP Facilitators and SDO HRD personnel who are not members of Teams A to D NEAP Facilitators will be conducted on September 19-22, 2017. The venue will be announced later upon the procurement process is done by the BAC. The training aims to enhance the participants in the development of training programs/session guide writing and the essential skills in facilitating learning in the delivery of Professional Development Programs.
2. The following is the list of participants to the activity:

Name	Division	No. of Pax	
RD	RO	1	
Resource Persons		8	
• Jennifer P. Ande	}		
• Carmel F. Meris			RO
• Edgar H. Madlaing			
• Jumar Yago-an	}		
• Wilfredo Bagsao			Benguet
• Francis Peckley	}		
• Marilyn Apiit			Baguio City
• Marina Tabangcura			
HRD personnel	1 per SDOs	8	
HRDD Staff	RO	3	
QAME	RO	1	
Pedro M. Villastiqui Jr.			
Catherine Baruela			Abra
Fernandina B. Lagundino			
Nenita P. Sabino			
Perlita C. Bersamin			
Nancy C. Rosado - Benguet		4	
Bernie A. Gamiao			Apayao
Maricel P. Enciso			
Suzelle C. Enciso			

Name	Division	No. of Pax
Dolores T. Comom	Baguio City	5
Teodora B. Botis		
Nixon C. Elahe		
Rosanna D. Dizon		
Rose Melody Flores		
Rosita C. Agnasi	Benguet	3
Regina D. Sarmiento		
Esther F. Rizaldo		
Joyce Karen D. Dulnuan	Ifugao	5
Juanito T. Padawan Jr.		
Brenda A. Ducusin		
Oliver D. Tubiagon		
Mercedes T. Tayaban		
Lily-Ann A. Fernando	Kalinga	3
Neva Jane a. Atiwag		
Fedencio R. Vallejo		
Mike S. Chorawan	Mt. Province	1
Evelyn C. Bongalon	Tabuk City	3
Joan B. Reyes		
Federico Flores Jr.		
Total		50

3. Attached is the Training Matrix for reference.
4. Participants are expected to be at the venue on day one (1) at 7:00 o'clock in the morning. First meal will be breakfast on Day 1 while last meal will be PM snack on Day 4. Accommodation of participants is from September 19 to 21, 2017. Training materials, accommodation, meals and snacks of participants during the 4-day training shall be charged against RO-HRDD funds while transportation and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum to all concerned is desired.


MAY B. ECLAR, Ph.D., CESO V
 Regional Director

ENHANCEMENT TRAINING OF REGIONAL NEAP FACILITATORS

TRAINING MATRIX

TIME	DAY 1	DAY 2	DAY 3	DAY 4
8:00-8:15	Registration	MOL	MOL	MOL
8:16-9:00		Session 4 Professionalism and Ethics c/o Marilyn Apiit	Session 8 Process Observation Analysis and Conducting Debriefing Sessions c/o Marina Tabangcura	Demonstration <i>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</i>
9:00-9:30				
9:30-10:00	Levelling of Expectation c/o Edgar Madlaing			
10:00-10:15	HEALTH BREAK			
10:15-12:00	Session 1 Facilitator's Roles: Qualities & Skills c/o Wilfedo Bagsao	Session 5 Basics of Public Speaking & Modern Trends in Oral Communication c/o Francis Peckley	Session 9 Tips on Writing Session Guides c/o Marilyn Apiit	
12:00-1:00	LUNCH BREAK			
1:00-3:00	Session 2 Principles of Adult Learning (4As) c/o Marina Tabangcura	Session 6 Hosting Methodologies c/o Jennifer Ande	Session 10 Workshop on Writing Session Guides	Continuation of Demonstration
3:00-4:30	Session 3 Facilitating Strategies c/o Carmel Meris	Session 7 Making Powerful Power Point Presentation c/o Jumar Yago-an		Critiquing c/o: Emilia Faustino
4:30-5:00				Closing Program
OD	Margie/Emma	Edgar/Wilfred	Marilyn/Francis	Marina/Emma

/HRDD/emma