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 DEPED-CAR

September 17, 2019

REGIONAL MEMORANDUM
 No. 303.2019

LIST OF PARTICIPANTS TO THE DEPED 2019 CENTRAL OFFICE LEARNING & DEVELOPMENT PROGRAM (COLDP) COURSES FOR 2019 SEPTEMBER TO NOVEMBER

**TO: Schools Division Superintendents
 Chiefs of Functional Divisions/Units
 All others concerned**

1. Relative to the implementation of Learning and Development Program, the Bureau of Human Resource and Organizational Development (BHROD) will be conducting series of L & D Program courses from September to November 2019 at different venues within Luzon with the theme: "LET'S GO 2.0 – Learning Engagement Towards Service, Growth and Openness".
2. The program is aimed at enhancing the core, functional, and leadership competencies of DepEd personnel through its various Learning and Development (L&D) Courses.
3. Participants to this program are the non-teaching personnel with permanent status of employment from the Regional Office – Cordillera Administrative Region (CAR) and Schools Division Offices.
4. Below is the list of participants to the following COLDP Courses with the respective dates and venues:

COLDP Course	BATCH/ SCHEDULE (Inclusive of Travel)	LIST OF PARTICIPANTS	VENUE
1. Quality Customer Service and Work Attitude and Values Enhancement	October 15 – 18, 2019	1. Mathemar B. Montes 2. Charline T. Balahyas 3. Cynthia V. Harada 4. Lilia T. Banawe 5. Fremalyn E. Paclos 6. Abegail W. Tumapang – SDO Mt. Province 7. Corazon Quipot – SDO Benguet	Savannah Resort Hotel, Don Juico Ave., Clark View Malabanas, Angeles City, Pampanga

HRDD/cfm/dot

YM: 1508794275

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

		8. Jovelyn T. Balantin – SDO Baguio City 9. Marvin John C. Flores 10. Joseph B. Banares	
2. Quality Customer Service and Work Attitude and Values Enhancement	November 12 – 15, 2019	1. Emmanuela M. Gabol 2. Fely B. Badival 3. Asuncion C. Saguid - (SDO Baguio City) 4. Eden T. Adriatico — SDO Abra 5. Joyce T. Dullao – SDO Ifugao 6. Romeo b. Agagon – SDO Tabuk City 7. Jesusa Bigayan – SDO Apayao 8. Joyce T. Dullao – SDO Ifugao 9. Florence T. Coma- ad – SDO Mt. Province 10. Jocelyn L. Alimondo – SDO Benguet	Savannah Resort Hotel, Don Juico Ave., Clark View Malabanas, Angeles City, Pampanga
3. Communicating with Confidence: A Workshop on Oral and Written Communication	September 16 – 19, 2019	1. Evelyn A. Pasul 2. Kevin B. Tadao 3. Margie Gardingan 4. Marjory T. Valdez	Bayleaf Hotel, Governor's Drive, Barangay Manggahan General Trias City, Cavite
4. Communicating with Confidence: A Workshop on Oral and Written Communication	September 30 – October 3, 2019	1. Elvira M. Cudli 2. Elizabeth T. Calbayan 3. Mary Grace D. Dampulay 4. Cyrille Gaye B. Miranda 5. Valentine Palattao – SDO Kalinga	Bayleaf Hotel, Governor's Drive, Barangay Manggahan General Trias City, Cavite
5. Microsoft Office Productivity Tools Training	September 23 – 26, 2019	1. Jefferson A. Villena 2. Eugene C. Aquino 3. Edralyn C. Ganga 4. Daisy L. Dionisio 5. Elsa M. Rabara 6. Dumas D. Aban	Swiss-Belhotel Blulane 609 Tomas Mapua St., Sta. Cruz, Manila

6. Microsoft Office Productivity Tools Training	September 25 – 28, 2019	1. Jose Lorenzo C. Cobarrubias 2. Eric Marvin B. Urmaza 3. Melandro L. Payang 4. Alice D. Bodong 5. Valentina Conchita S. Balura 6. Dwayne Ryland P. Colas	Swiss-Belhotel Blulane 609 Tomas Mapua St., Sta. Cruz, Manila
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5. For Microsoft Office Productivity Tools Training and Communicating with Confidence: A Workshop on Oral and Written Communications, each participant is required to bring his/her own laptop device. Further, the device must have the latest Microsoft Office Application package (Microsoft Word, Excel, Power point and One note completely installed or at least the 2013 version of the application.

6. Registration is done thru: <http://deped.in/2019LETSGO2register> and supporting documents to be uploaded shall be found in this link: <http://deped.in/2019LETSGO2Approval>.

7. Transportation expense/s shall be charged to Local Fund while board and lodging shall be charged against BHRD-Human Resource Development Division (HRDD)'s 2018 Organizational and Professional Development for Non-School Personnel (OPDNSP subject to the usual accounting and auditing rules and regulations.

8. For any inquiry or concern you may contact HRDD through e-mail: hrdd.depedcar@gmail.com or landline (074) 424-5167.

9. Immediate dissemination of and strict compliance to this Memorandum is directed.


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