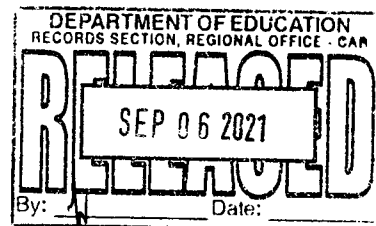




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



September 3, 2021

REGIONAL MEMORANDUM

NO. 385 . 2021

**SUBMISSION OF NOMINATIONS FOR THE ENROLLMENT TO
THE SMART FITS TRAIN THE TRAINER PROGRAM**

To: OIC-Assistant Regional Director
Schools Division Superintendents-SDO Baguio City and Benguet
All Regional Functional Division Chiefs
All Others Concerned

1. This Office requires the Submission of Nominations for the Enrollment to the **SMART FITS Train the Trainer Program for Non-Teaching Personnel** as part of the Workforce Intervention with Experiential Learning and Demonstration (WIELD) for DepED CAR Non-Teaching Personnel to ensure that Learning and Development (L&D) needs are addressed in consideration of the shifts in government operations, systems, and processes for unhampered provision of DepED quality service
2. This training, implemented in a face-to-face modality shall be participated by ten (10) Regional Office (RO); two (2) SDO Baguio City and two (2) SDO Benguet Non-Teaching permanent personnel with the highest potential to be a facilitator.
3. Furthermore, this training aims to enhance the capabilities of DepED CAR personnel in the delivery of various activities as well as form part of the NEAPR Pool of Facilitators who shall commit full cooperation and participation during dire need of supplementary manpower, Enclosure 1 (Program Design) provides detailed objectives and schedule per topic.
4. In consideration of the limited slots, RO functional division chiefs, heads of section or unit shall **submit nominations** to the NEAPR for endorsement to the RO Personnel Development Committee (PDC) **before September 8, 2021**. Likewise, SDOs concerned shall conduct their respective PDC meeting to objectively identify their nominees.
5. The RO and SDO PDC shall submit the following documents of selected nominees to the NEAPR through email address rneap.depedcar@gmail.com before **September 10, 2021**, to wit:
 - a. Endorsement of SDO SDS/ RO Chief or Immediate Supervisor;
 - b. Information Sheet of Nominee (Enclosure 2); and
 - c. Personal Data Sheet (PDS);

NEAPR/IPA/Lbl



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No.: (074) 422 - 1318 | Fax: (074) 422-4074
Website: www.depedcar.ph | Email: car@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15

6. The training fee shall be charged against FY 2021 OPDNTP Program Support Fund lodged in the RO subject to the existing accounting and auditing rules and regulations.
7. For inquiries and clarifications, please contact NEAPR through Chief Education Supervisor, NEAP-CAR OIC Jennifer Ande at 09190073814.
8. Immediate and widest dissemination of this Memorandum is directed.


ESTELA L. CARIÑO EdD, CESO III
Director IV/ Regional Director



Enclosure 1. Program Design

Date	Topic	Objectives	Output
Oct. 01	Time Management Using Johari Window Model Day 1	<ul style="list-style-type: none"> Determine mechanisms and techniques to value time and prioritize tasks Appreciate the importance of time management in the conduct of activities 	Activity Plan with reasonable time elements
Oct. 08	Managing PreTraining Activities Day 2	<ul style="list-style-type: none"> Identify suited activities to jump start the delivery of various L&D activities Establish strategies for smooth transition between activities and delivery of new knowledge Value the importance of 4As for adult learners 	Target Matrix with sample topics List of activities Transition phrases
Oct. 15	Goal-setting, Self-actualization, Leadership Day 3	<ul style="list-style-type: none"> Identify individual strengths to promote productivity Appreciate individual differences to enhance confidence in facilitating 	Self-reflection notes
Oct. 22	Listening Essentials Day 4	<ul style="list-style-type: none"> Differentiate hearing from listening Evaluate and improve listening skills 	Role play videos
Oct. 29	The Art of Reading Day 5	<ul style="list-style-type: none"> Identify reading principles Enumerate approaches applicable to various activities 	
Nov. 05	Public Speaking Essentials Day 6	<ul style="list-style-type: none"> Describe the 3Ms of Public Speaking Apply the Building Blocks of PS 	
Nov. 12	The Art of Emceeding and Hosting Day 7	<ul style="list-style-type: none"> Classify four (4) types of events Apply tips and tricks in emceeding and hosting 	Mock activity video
Nov. 19	Presentation Skills, Art of Questioning, Art of Answering Day 8	<ul style="list-style-type: none"> Construct HOT questions Synthesize answers in relation to topics provided 	
Nov. 26	Facilitation Techniques (Onsite and Online) Day 9	<ul style="list-style-type: none"> Demonstrate appropriate facilitation techniques Enhance participation of attendees by utilizing techniques 	
Dec. 03	Events Organizing/Management Day 10	<ul style="list-style-type: none"> Predict possible challenges in the deliver of PPAs Develop contingency plans for event management 	ReEntry Action Plan
Dec. 10	Andragogy, Coaching, Mentoring Day 11	<ul style="list-style-type: none"> Understand the importance of Andragogy, Coaching and Mentoring as part of an agency Value the essentials of a Coaching and Mentoring Plan within an Office 	
Dec. 17	Final Evaluation Day 12		Compilation of outputs