



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

November 17, 2021

REGIONAL MEMORANDUM

NO. 548-2021

**CONDUCT OF EXPERIENTIAL CLASSES FOR DEPED CAR
NON-TEACHING PERSONNEL**

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

1. This Office shall conduct the **Leading with HOPE Course Phase 2** for DepED CAR Non-Teaching Personnel covering experiential learning and demonstration activities on **November 22 to December 17, 2021**.
2. This activity aims to enhance the capacities of participants utilizing workplace learning opportunities and experiences (immersion/ job assignment), interactions with leaders, peers, and colleagues within and outside the organization, return demonstration/ mock scenarios and self-directed learning.
3. This phase is divided into three (3) classes with specific class objectives provided in Enclosure 1 (Training Matrix), covering staggered dates, to wit:
 - a. Class 1: Social Graces and Power Dressing;
 - b. Class 2: Interior and Exterior Management; and
 - c. Class 3: ICT Applications for Finance Operations.
4. Identified Regional Office (RO) participants (Enclosure 2) shall be provided lunch, AM and PM snacks and are requested to confirm their attendance and commitment in the attached Commitment Form for RO Participants (Enclosure 3) to the National Educators Academy of the Philippines (NEAP)-CAR before **November 19, 2021**.
5. Furthermore, identified participants are required to submit the signed Commitment Form (Enclosure 4) before **November 22, 2021** through <https://tinyurl.com/neapCARcommit>
6. Should identified participants waive their slot due to unforeseen circumstances, replacement participants shall be endorsed for approval by this Office before the start of the class.

NEAPCAR/JPA/bj





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



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Quality Management System
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7. In the circumstance that confirmed participants are not able to join respective activity, they shall be required to refund all expenses spent in their behalf.
8. Expenses incurred for the conduct of this project shall be charged to the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Fund downloaded to the Regional Office.
9. Issuance of Certificates of Participation shall be subject to strict compliance and submission of class requirements to be announced during the activity, else, Certificate of Attendance shall only be issued reflecting inclusive hours attended.
10. Moreover, online participants are advised to utilize the existing internet bandwidth in their respective offices, however, for non-usable/ unreliable connections, it shall be charged to available local funds.
11. For inquiries and clarifications, please contact NEAPR through Chief Education Supervisor, NEAP-CAR OIC Jennifer Ande at 09190073814.
12. Immediate and widest dissemination of this Memorandum is directed.


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


Enclosure No. 1. Training Matrix

Leading with HOPE Experiential Learning Activities: Class 1

CLASS 1: Social Graces; Work Attitude and Productivity and Power Dressing				
Competencies: Professionalism and Ethics; Service Orientation; Teamwork; Service Orientation				
DAY 1				
8:30 – 9:00 AM Opening Program	Preliminaries-AVP Acknowledgment of Participants Opening Remarks	c/o NEAP CAR Laureen B. Likigan Florante E. Vergara	Welcome Message Statement of Purpose	RD Estela L. Cariño Jennifer P. Ande
DATE / TIME	ACTIVITY / TOPIC	SPEAKER	OBJECTIVE / OUTPUT	
9:00 – 10:30 AM	Social Graces	Grace C. Canave Inkblots HRSTC	This topic aims to improve abilities to act according to standard norms and behavior being observed worldwide, specifically: <ul style="list-style-type: none"> ✓ Hone the necessary skills to interact politely in social situations; ✓ Interface the accepted rules within the Cordillera culture for the application of universal manners; and ✓ Increase result focus skills of participants to achieve results with optimal use of time and resources most of the time. 	
10:30 – 10:45 AM	Health Break			
10:45 – 12:00 NN	Continuation of Topic 1			
12:00 – 1:00 PM	Lunch Break			
1:00 – 2:30 PM	Positive Work Attitude and Productivity			
2:30 – 2:45 PM	Health Break			
2:45 – 3:15 PM	Continuation of Topic2			
3:15 – 5:00 PM	Facilitator: Laureen B. Likigan			
DAY 2				
8:30 – 9:00 AM	Preliminaries	c/o SDO participants		
9:00 – 10:30 AM	Power Dressing	Grace C. Canave Inkblots HRSTC	Generally, this topic addresses the Professionalism and Ethics competency of personnel, specifically: <ul style="list-style-type: none"> ✓ Capacitate personnel to maintain a professional image: including being trustworthy, observing regularity of attendance and punctuality, good grooming and communication; and ✓ Reinforces the practice of ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions. 	
10:30 – 10:45 AM	Health Break			
10:45 – 12:00 NN	Continuation of Topic 3			
12:00 – 1:00 PM	Lunch Break			
1:00 – 2:30 PM	Personality Projection and Enhancement			
2:30 – 2:45 PM	Health Break			
2:45 – 3:15 PM	Continuation of Topic 4			
3:15 – 5:00 PM	Facilitators: Nover Kiethley S. Mente and Emmanuela Gabol			
DAY 3				
8:30 – 9:00 AM	Preliminaries	c/o SDO participants		
9:00 – 10:30 AM	Recording and Simulation for Demonstration (By group)		This session aims to strategically observe the application of learning from the participants. This shall be attained by preparing group and individual outputs for a meaningful workplace learning opportunities and experiences, as well as interactions with leaders, peers, and colleagues within and outside the organization, return demonstration/ output or project and continuing self-directed learning. Specifically: <ul style="list-style-type: none"> ✓ Provide means to participants to promote collaboration and remove barriers to teamwork and goal accomplishment across the organization; and ✓ Support an avenue for participants to work constructively and collaboratively with others across organizations to accomplish organizational goals and objectives 	
10:30 – 10:45 AM	Health Break			
10:45 – 12:00 NN	Continuation			
12:00 – 1:00 PM	Lunch Break			
1:00 – 2:30 PM	Viewing of Uploaded Demonstration			
2:30 – 2:45 PM	Health Break			
2:45 – 4:15 PM	Presentation of Outputs			
4:15 – 5:00 PM	Closing program			

Enclosure No. 2. Regional Office Training Management and Participants

<p>A. Training Management</p> <ol style="list-style-type: none"> 1. Estela L. Cariño EdD, CESO III 2. Florante E. Vergara, OIC-Assistant Regional Director 3. Jennifer P. Ande – Program Manager 4. Laureen B. Likigan – Focal Person 5. Nover Keithley S. Mente – Learning Facilitator 6. Dexter B. Andres – Logistics Officer 7. Florence B. Balictan - Learning Facilitator 8. Emmanuela M. Gabol - Moderator 		
<p>B. Class 1 Participants</p> <p><u>REGIONAL OFFICE</u></p> <ol style="list-style-type: none"> 9. ABAN, DUMAS D. 10. BADIVAL, FELY B. 11. BALAHYAS, CHARLENE 12. BALDO, GLADYS ANN 13. BANARES, JOSEPH B. 14. BOTILAS, MANILYN D. 15. CALAWA, RAFFY 16. CALBAYAN, ELIZABETH T. 17. COBARRUBIAS, JOSE LORENZO C. 18. CUDLI, ELVIRA M. 19. DAMPULAY, MARY GRACE D. 20. DE LOS SANTOS, PURITA D. 21. DOGAO, JANELLE S. 22. DULNUAN, GRACE 23. DUMO, JOHANN JOSHUA B. 24. ESTACIO, MARTY DEION T. 25. FIDEL, ANGELA 26. GARDINGAN, MARGIE B. 27. GAWIDAN, SHARMAINE M. 28. GODOY, ERNIELY D. 29. KINDIAWAN, WARLY E. 30. MINONG, RUSHEL A. 31. MIRANDA, CYRILLE GAYE B. 32. PAPA, GLEN P. 33. PASIGON, PAULINE ROSE 34. POLOC, DARCY 35. SANCHEZ, LORENA A. 36. SOTELO, MARY CRIS B. 37. TAQUIO, JENNY S. 38. URMAZA, ERIC MARVIN B. 39. VILLENA, JEFFERSON A. 40. WEGIYON, CULLEN S. 	<p>SDO ABRA</p> <ol style="list-style-type: none"> 41. BERSALONA, ROSE ANN NAIDA MAE 42. PACULAN, ROMEO JR. S. 43. PARIÑAS, NYMPHA B. 44. PASCUA, ELIZABETH P. 45. CENTENO, LOURDES S. <p>SDO APAYAO</p> <ol style="list-style-type: none"> 46. TUMANENG, NICK 47. PALLATAO, JUAN 48. ACIO, JEMALOU J. 49. GUILLERMO, GRAYZIEL MARIE Q. <p>SDO BAGUIO CITY</p> <ol style="list-style-type: none"> 50. BANGSE-IL, ARIAN C. 51. CACHERO, MARIFE O. 52. FLORDELIZA, RACHELL C. 53. RABARA, ELSA M 54. CADUNGOG, VIMA G. 55. DILLA, ARLENE A. <p>SDO BENGUET</p> <ol style="list-style-type: none"> 56. SORIANO, JULIE ANN B. 57. CACATIAN, MONALIE P 58. SORIANO, CHRISTIAN KEITH T. 59. ASUDERA, TWINKLE D. 60. BANTO, ZENY P. 61. ASIONG, CRIZALYN MAE S. <p>SDO IFUGAO</p> <ol style="list-style-type: none"> 62. WACOY, JASON B. 63. TINDUNGAN, EILAIN SUZETTE B. 64. ALIGUYON, TERESA PINKIHAN 65. GUMIHID, MARITES LIHAYONG <p>SDO MT. PROVINCE</p> <ol style="list-style-type: none"> 66. BAN-NO, CRISMAR L. 67. LUMINES, MELOWIN P. 68. DOGUI-IS, MIA K. 69. KILAKIL, CHING EKID 70. FASUYANG, CARMELYN A. 71. DOGUI-IS, MIA K. <p>SDO TABUK CITY</p> <ol style="list-style-type: none"> 72. MARTINEZ, MAUREEN D. 73. TAGUIAM, RUBY JANE L. 74. SANGAYAB, JOVY O. 75. MADIO, JANICE C. 	<p>C. Class 2. Participants</p> <ol style="list-style-type: none"> 9. ALINGBAS, ABNER W. 10. AQUINO, EUGENE 11. BALDO, GLADYS ANN 12. BANAWA, LILIA A. 13. BOTILAS, MANILYN D. 14. CALBAYAN, ELIZABETH T. 15. COBARRUBIAS, JOSE LORENZO 16. COLAS, SUSIE LOU F. 17. CUDLI, ELVIRA M. 18. DE LOS SANTOS, PURITA D. 19. ESTACIO, MARTY DEION T. 20. ESWAT, DAISY 21. GAWIDAN, SHARMAINE M. 22. GODOY, ERNIELY D. 23. KINDIAWAN, WARLY E. 24. MINONG, RUSHEL A. 25. PAYANG, JANETTE O. 26. PAYANG, MELANDRO L. 27. RIQUE, ROGELIA A. 28. TAQUIO, JENNY S. 29. URMAZA, ERIC MARVIN B. 30. VILLENA, JEFFERSON A. 31. BACBAC, ANDREW 32. BACOD, AGOSTO 33. GACUSANA, JUNARIO 34. BALAGEO, OLIVER 35. BALINGAWAN, EDWIN 36. ESTIGOY, ROGEL 37. SANGAO, CONCEPCION 38. SIMON, CLETO 39. BUGNAY, ALEXVEE 40. CAYAMBAS, SALVADOR <p>Class 2 and Class 3 Participants shall be identified in succeeding memorandum after regrouping of the DTNA results.</p>

Enclosure 3. Nomination and Commitment of Endorsed Participants

L&D TITLE	Leading with HOPE Experiential Learning Class 1 Social Graces; Work Attitude and Productivity; and Power Dressing
DATE OF CONDUCT	November 22, 24 and 29, 2021
COMPETENCIES	Professionalism and Ethics; Service Orientation; Teamwork; Service Orientation
MODALITY & MECHANICS	Online instruction and presentations, Offline practicum/ workshop, End of the Training outputs submitted before December 16, 2021

RECOMMENDED PARTICIPANTS	ENDORSEMENT OF PARTICIPANTS			SIGNATURE OF CONFORMANCE
<i>(Consolidated from IPDP/ TN/ DTN/ Survey Analysis-To be filled up by NEAP CAR)</i>	<i>(As observed in the actual performance of duties and responsibilities, additional participants can be noted in the Remarks portion-To be filled up by Functional Division Chiefs and Unit/ Section Heads)</i>			<i>(To be signed by endorsed personnel after consultation/ coaching/ mentoring of the immediate supervisor. Agrees to enclosed Training Obligations)</i>
	Endorsed	Not Endorsed	Remarks	
ADMINISTRATIVE DIVISION				
1. TAQUIO, JENNY S.	<input type="checkbox"/>	<input type="checkbox"/>		
GSU				
2. DE LOS SANTOS, PURITA D.	<input type="checkbox"/>	<input type="checkbox"/>		
3. GAWIDAN, SHARMAINE M.	<input type="checkbox"/>	<input type="checkbox"/>		
PERSONNEL				
4. ABAN, DUMAS D.	<input type="checkbox"/>	<input type="checkbox"/>		
5. ESTACIO, MARTY DEION T.	<input type="checkbox"/>	<input type="checkbox"/>		
RECORDS				
6. SANCHEZ, LORENA A.	<input type="checkbox"/>	<input type="checkbox"/>		
7. DUMO, JOHANN JOSHUA	<input type="checkbox"/>	<input type="checkbox"/>		
CASH				
8. URMAZA, ERIC MARVIN B.	<input type="checkbox"/>	<input type="checkbox"/>		
PSU				
9. DULNUAN, GRACE	<input type="checkbox"/>	<input type="checkbox"/>		
CLMD				
10. BADIVAL, FELY B.	<input type="checkbox"/>	<input type="checkbox"/>		
11. CALBAYAN, ELIZABETH T.	<input type="checkbox"/>	<input type="checkbox"/>		
12. FIDEL, ANGELA	<input type="checkbox"/>	<input type="checkbox"/>		
13. KINDIAWAN, WARLY E.	<input type="checkbox"/>	<input type="checkbox"/>		
14. POLOC, DARCY	<input type="checkbox"/>	<input type="checkbox"/>		
ESSD				
15. BANARES, JOSEPH E.	<input type="checkbox"/>	<input type="checkbox"/>		
16. WEGIYON, CULLEN S.	<input type="checkbox"/>	<input type="checkbox"/>		

RECOMMENDED PARTICIPANTS	ENDORSEMENT OF PARTICIPANTS			SIGNATURE OF CONFORMANCE
<i>(Consolidated from IPDP/ TN/ DTN/ Survey Analysis-To be filled up by NEAP CAR</i>	<i>(As observed in the actual performance of duties and responsibilities, additional participants can be noted in the Remarks portion-To be filled up by Functional Division Chiefs and Unit/ Section Heads)</i>			<i>(To be signed by endorsed personnel after consultation/ coaching/ mentoring of the immediate supervisor. Agrees to enclosed Training Obligations)</i>
	Endorsed	Not Endorsed	Remarks	
FINANCE				
17. DAMPULAY, MARY GRACE D.	<input type="checkbox"/>	<input type="checkbox"/>		
18. GODOY, ERNIELY D.	<input type="checkbox"/>	<input type="checkbox"/>		
FTAD				
19. CUDLI, ELVIRA M.	<input type="checkbox"/>	<input type="checkbox"/>		
HRDD				
20. BALAHYAS, CHARLENE	<input type="checkbox"/>	<input type="checkbox"/>		
21. GARDINGAN, MARGIE B.	<input type="checkbox"/>	<input type="checkbox"/>		
QAD				
22. COBARRUBIAS, JOSE LORENZO C.	<input type="checkbox"/>	<input type="checkbox"/>		
PPRD				
23. BOTILAS, MANILYN D.	<input type="checkbox"/>	<input type="checkbox"/>		
ORD PROPER				
24. BALDO, GLADYS ANN	<input type="checkbox"/>	<input type="checkbox"/>		
25. PASIGON, PAULINE ROSE	<input type="checkbox"/>	<input type="checkbox"/>		
PUBLIC AFFAIRS UNIT				
26. MIRANDA, CYRILLE GAYE B.	<input type="checkbox"/>	<input type="checkbox"/>		
LEGAL UNIT				
27. DOGAO, JANELLE S.	<input type="checkbox"/>	<input type="checkbox"/>		
28. SOTELO, MARY CRIS B.	<input type="checkbox"/>	<input type="checkbox"/>		
ICT UNIT				
29. CALAWA, RAFFY	<input type="checkbox"/>	<input type="checkbox"/>		
30. PAPA, GLEN P.	<input type="checkbox"/>	<input type="checkbox"/>		
NEAP				
31. MINONG, RUSHEL A.	<input type="checkbox"/>	<input type="checkbox"/>		
32. VILLENA, JEFFERSON A.	<input type="checkbox"/>	<input type="checkbox"/>		
Please return this Form to the NEAPCAR before November 17, 2021.	<hr/> NAME AND SIGNATURE OF IMMEDIATE SUPERVISOR			Training Obligations: <ol style="list-style-type: none"> 1. <i>Effective task management to allow undivided attention during the online session (This includes arrangements with the immediate supervisor prior training);</i> 2. <i>Submission of complete output before December 16, 2021; and</i> 3. <i>Application of L&D learning in the workplace (ie. resilience, proactivity and professionalism)</i>



Republic of the Philippines
Department of Education
Cordillera Administrative Region

The Department of Education – Cordillera Administrative Region, with principal office at Wangal, La Trinidad, Benguet herein represented by **ESTELA L. CARIÑO EdD, CESO III, Regional Director;**

and

Name of Trainee	Position
School & Division	
Principal	Superintendent

in consideration of the privilege to attend the training on official time with pay of the **Leading with HOPE Experiential Learning Class 1** do hereby agree to the following obligations of the trainee:

- a. Punctual attendance to the **Leading with HOPE Experiential Learning Class 1** 3-day class (November 22, 24 and 29, 2021). **Any absence shall mean disinterest and will be dropped from the class, and not be provided of the certificate of participation.**
- b. Ensure their Internet connectivity to maximize the activities and topics discussed. Problems in connectivity shall be coordinated with the SDO for contingency plan.
- c. Submit a **Learning Application Plan** before December 16, 2021.
- d. Sign, scan and send this training contract to as **Portable Document Format (PDF)** file only and no other formats to the link <https://tinyurl.com/neapCARcommit> **before November 22, 2021.**
- e. Actively participate in the session topics when requested by the session speaker or facilitator.
- f. Comply with the webinar etiquette.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on November ____, 2021.

SDO:

TRAINEE:

Printed Name and Signature
Immediate Supervisor

Printed Name and Signature

