



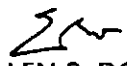
March 23, 2016

**REGIONAL MEMORANDUM**

No. 063.2016

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To: All Schools Division Superintendents  
 Regional Division Chiefs

From:   
 ELLEN B. DONATO, Ed.D., CESO III  
 Regional Director

Subject: HUMAN RESOURCE DEVELOPMENT QUALITY ASSURANCE AND  
 MONITORING & EVALUATION (QAME) AND HUMAN RESOURCE DEVELOPMENT  
 INTERFACE WORKSHOP

1. In support to the full implementation of the NEAP Programs and projects specifically on the Quality Assurance and Monitoring & Evaluation (QAME) of training activities, the Human Resource Management Division (HRDD) will conduct a 2 day training at the NEAP-R, Regional Office, Wangal, La Trinidad, Benguet on **April 13-14, 2016**.
2. Also, this workshop will provide a clear understanding of tasks and functions between the Regional Human Resource Development Division and Schools Division Human Resource Development Section.
3. Participants to this 2 – day training are:

Regional Director	1
Assistant Regional Director	1
SDO – Senior Program Specialist	8
ICT Staff ( <i>Day 1 only</i> )	2
HRDD Staff	8
SDO – Information Technology Officer ( <i>Day 1 only</i> )	8
One representative from the regional functional divisions in charge of evaluation of activities ( <i>Day 1 only</i> )	8
Total	36

4. Board and lodging shall be charged against HRDD funds while transportation funds, per diem and other incidental expenses will be charged to local funds.
5. First meal is breakfast of April 13, 2016 and last meal will be afternoon snacks on April 14, 2016. All participants are advised to bring their laptops.
6. Please be guided accordingly.