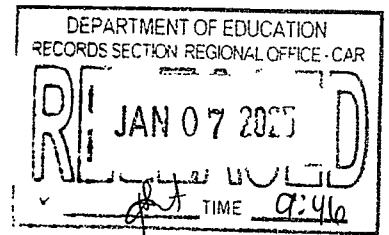




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



06 January 2025

REGIONAL MEMORANDUM

NO. 009.2025

**CONDUCT OF TRAINING ON INNOVATION MANAGEMENT SYSTEM
CUM UTILIZATION OF ICT FOR INNOVATION**

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

1. In relation to RM No. 707, s. 2024 (Professional Development Activities for Non-Teaching Personnel), the **Training on Innovation Management System cum Utilization of ICT for Innovation** shall be held at El Cielito Hotel on **January 22-24, 2025**.
2. The activity aims to enable participants to propose innovative solutions tailored to contextualized needs through an Innovation Project Proposal. To ensure the effectiveness and success of this training, participants must meet the following qualifications:
 - a. Must currently occupy a Non-Teaching position and have at least three (3) years of service in DepEd;
 - b. Must have identified a specific opportunity or challenge within their current scope of work that can be addressed through an innovative approach;
 - c. Must have a draft proposed project that demonstrates a high likelihood of being implemented and completed successfully within a reasonable timeframe attested and endorsed by the participant's immediate supervisor and/or the Schools Division Superintendent.
3. Attached are the following enclosures for reference and guidance:
Enclosure 1: Activity Matrix
Enclosure 2: Allocation of Participants and Names of RO TWG
Enclosure 3: Nomination Form for SDO Participants
4. All SDO SDSs and RO FD Chiefs are required to submit the names of participants using the template in Enclosure 3. Furthermore, the details shall be encoded via **[https://tinyurl.com/ confHRDD](https://tinyurl.com/confHRDD)** before January 10, 2025. Signed copies of the nominations shall be sent via email address car.hrdd@deped.gov.ph.
5. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD or Laureen Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

HRDD/RCA/RM - Conduct of Professional Activities for Non-Teaching Personnel
January 6, 2025



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DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. PMP 0285
24 03 0102

Indicative Activity Matrix

Time	Activity	Objectives and Outputs	Personnel In-Charge
Day 1 January 22, 2025			
8:30-9:00	Preliminaries	Set the tone for the activity	HRDD
9:00-10:00	S1. Understanding the Role of Innovation in Addressing Organizational Challenges	Describe the role of innovation in addressing organizational challenges within DepEd. Output: Innovation Wall-Dream Project Titles	ARD Ronald B. Castillo CESO V. OARD
10:00-10:15	Health Break		
10:15-12:00	S2. Guidelines on Innovation Management System (OM-QAD-2023-252)	Analyze the steps in the pre-implementation stage of innovation and determine appropriate strategies for identifying opportunities, creating, validating, and developing solutions.	Florence E. Balictan Education Program Supervisor- Quality Assurance Division
12:00-1:00	Lunch Break		
1:00-2:00	Continuation of Session 2	Output: OM 252 Annex 1 Innovation Title, Objectives and Target Beneficiaries	
2:00-3:00	Knowledge Sharing Session	Explain the experiences and learnings gained in crafting innovation proposals and how these insights can be applied to improve future innovation processes	Cyrille Gaye Miranda Public Affairs Officer, PAU Jose Lorenzo Cobbarubias AdAs 1, QAD
3:00-3:15	Health Break		
3:15-5:00	Utilization of ICT for Innovation	Identify the role of ICT in innovation projects. Describe specific ICT tools and platforms that can be leveraged for innovation. Draft an ICT-supported strategy for implementing an innovation project.	Jumar B. Yago-an Information Technology Officer, ICT Unit
Output: OM 252 Annex 1 Implementation Plan			
5:00-5:15	Evaluation and Debriefing (PMT and RPs)		
Day 2 January 23, 2025			
8:30-9:00	Preliminaries	Provide a recap of Day 1	SDO participants
9:00-10:00	Presentation of Outputs 4 mins per participant	Present and critique innovation project titles developed by participants, providing constructive feedback to help refine ideas and foster collaboration. Output: OM 252 Annex 2	ARD Ronald B. Castillo CESO V OARD Florence E. Balictan EPS, QAD Romulo B. Basa EPS, QAD
10:00-10:15	Health Break		
10:15-11:15	Cont'n of Presentation		
11:15-12:00	Summary of Points for Improvement		
12:00-1:00	Lunch Break		
1:00-3:00	Workshop proper	Incorporate suggestions for improvement	
3:00-3:15	Health Break		
3:15-5:00	Continuation of Workshop	Output: OM 252 Annex 1	
5:00-5:15	Evaluation and Debriefing (PMT and RPs)		
Day 3 January 23, 2025			
8:30-9:00	Preliminaries	Provide a recap of Day 1	RO participants
9:00-10:00	Continuation of Workshop		
10:00-10:15	Health Break		
10:15-12:00	Presentation of Polished Outputs (4 mins per participant)		
12:00-1:00	Lunch Break		
1:00-3:00	Summary of Points for Improvement		Florence E. Balictan EPS, QAD
3:00-3:15	Evaluation and Debriefing (PMT and RPs)		
3:15-4:00	Closing Program		HRDD

Qualification and Allocation of Participants and List of TWG

Innovation Management System Training

A. Participants from SDOs	Qualification	Number	
Abra	1. Non-Teaching position and have at least three (3) years of service in DepEd; 2. Must have identified a specific opportunity or challenge within their current scope of work that can be addressed through an innovative approach; 3. Must have a draft proposed project that demonstrates a high likelihood of being implemented and completed successfully within a reasonable timeframe attested and endorsed by the participant's immediate supervisor and/or the Schools Division Superintendent.	2	
Apayao		2	
Baguio City		2	
Benguet		2	
Ifugao		2	
Kalinga		2	
Mt. Province		2	
Tabuk City		2	
B. Participants from the RO		Tentative participants, subject to qualification criteria and endorsement of immediate supervisor, identified based on IPDP: 1. Angelique Fermin 2. Daisy Eswat 3. Dumas Aban 4. Dwayne Colas 5. Lilia Banawe 6. Johanne Joshua Dumo 7. Sandra Tarem 8. Elizabeth Kial 9. Diane Joaquin 10. Evangeline Malag 11. Joane Bumanghat 12. Alice Bodong 13. Rogelia Rique 14. Carl Elton Payang 15. Warly Kindiawan 16. Rushel Minong 17. Jose Lorenzo Cobarrubias 18. Janette Payang	
Administrative Services Division			
CLMD			
ESSD			
Finance Division			
FTAD			
HRDD			
PPRD			
QAD			
ORD			
B. Technical Working Group			
Rosita Agnasi, OIC-HRDD			
Florence E. Balictan, EPS-QAD, Resource Speaker			
Jumar B. Yago-an, ITO-ICTU, Resource Speaker			
Cyrille Gaye Miranda, PAO-PAU, Resource Speaker			
Jose Lorenzo Cobarrubias, AdAs 1-QAD, Resource Speaker			
Laureen Likigan, SEPS-HRDD			
Jefferson Villena/ Marvin John Flores, ADAS-HRDD			

List of Nominated Participants

Innovation Management System Training

SDO/ Office: _____

NO	FULL NAME (Last Name, First Name Middle Initial)	Target Innovation Proposal (Title, Objectives and Target Beneficiaries)
1		
2		
3		
4		
5		
6		
7		

Name and Signature
Schools Division Superintendent/
Functional Division Chief

Date